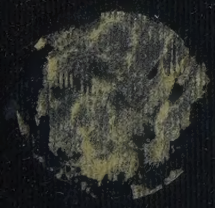
Guide
To the Use of Libraries

Hitchens, Johnson and Williams



LIBRARY

OHIO NORTHERN UNIVERSITY

REGULATIONS

1. Not more than two books can be taken out at any one time and cannot be retained longer than two weeks.
2. At the expiration of two weeks books may be re-let if returned to the librarian in good condition.
3. A rental of two cents a day will be charged on each book held over two weeks.

Class No. 020 Accession No. 8269

Case_____ Section_____

ck Memorial Library
lorthern University
hio 45810

GUIDE TO THE USE OF LIBRARIES

GUIDE TO THE USE OF LIBRARIES

A MANUAL FOR COLLEGE AND UNIVERSITY STUDENTS

BY

MARGARET HUTCHINS, A.B., B.L.S.
Reference Librarian and Lecturer in the Library School, University of Illinois

ALICE SARAH JOHNSON, A.B., B.L.S.
Reference Librarian and Lecturer in the Library School, University of Illinois

MARGARET STUART WILLIAMS, A.B., B.L.S.
Instructor in the New York State Library School

Second Edition

NEW YORK
THE H. W. WILSON COMPANY
LONDON: GRAFTON & CO.
1922

Copyright, 1920, by the authors.
Copyright, 1922, by The H. W. Wilson Company.

Published September, 1922.

Printed in the United States of America.

020
A977g
1922

8269

PREFACE

The need of a textbook for college courses in the use of libraries and books where weekly problems are assigned to be worked out by the students has been keenly felt by instructors giving these courses. This manual is intended to serve as a textbook and basis for problems in such a course planned for undergraduate students. It is in no sense a handbook for the trained librarian or scholar. It contains chapters on general library practices helpful to the user of any library, suggestions as to the use of books, and annotated lists of the basic reference works in general and special fields. Its use leaves free for recitation and discussion the part of the class period otherwise consumed in detailed note-taking, and places the subject matter of the course before the student in a convenient and trustworthy form.

The book in its present form constitutes a second edition of "Guide to the use of libraries; a manual for students in the University of Illinois" (1920). Two printings of the first edition have been exhausted and the use of the book in other colleges makes desirable an edition omitting all references to special practices in the University of Illinois library. This edition is a complete revision of the first, adding some new material, substituting material of general for that of local interest, and bringing the lists of reference books up to date by the addition of important new titles and the revision, where necessary, of notes on those previously included. These lists will continue to need revision if the manual is to be of greatest usefulness as a text. The authors and publisher plan, therefore, to issue new editions from time to time.

8269

This manual in its first edition was a direct development from outlines and lecture notes used in a general reference course for freshmen and sophomores at the University of Illinois. The course was started in the fall of 1898 by the late Katharine L. Sharp, formerly Librarian and Director of the Library School, and has been continued by successive members of the Reference Department of the Library assisted by members of the faculty of the Library School. It is a two hour elective course running through one semester, accepted for credit in the undergraduate colleges of the university. Its purpose, primarily, is to give to the students early in their college career some knowledge of the resources of the library and a familiarity with reference books which will help them in the preparation of assignments in other studies. Its worth, however, extends beyond the college years of the student as the facts taught are applicable to other libraries and the evaluating and arranging of reference sources may be used in many lines of work.

In teaching the subject, recitations may be conducted by the question-and-answer, topical and lecture method, but the most important feature of the course is the laboratory work in the form of problems which necessitate the use of the library records and the books described in this manual. These problems should be assigned each week and on being handed in should be corrected and returned to the students for discussion at a following class period. Appendix II is a sample problem based on Chapter XX, Literature.

The chapters are not planned to represent separate lessons but may be divided or grouped as seems best to the instructor. In colleges where there are several sections, it is well to arrange the assignments so that the various sections will not be working with the same group

of books at the same time. As the chapters listing reference books are separate units in themselves, no difficulty will be experienced in making such an arrangement.

It is not expected that the instructor will require every student to become acquainted with all the titles included in this manual. Allowance has been made for variations in library collections and for personal preferences. In some subjects such as engineering, agriculture, commerce, home economics, etc., more titles have been listed than the student not specializing in the field would need to consider. Here it is possible to arrange the assignments so that the students who are interested in a special subject make a careful study of *all* the books listed in the field and the other students consider only the titles of outstanding importance.

The compilers are glad to acknowledge their indebtedness to Mr. Phineas L. Windsor for advice and encouragement in the planning of this work, to Mr. James I. Wyer for suggestions and criticism, and to Miss Frances Simpson, Miss Emma Felsenthal, Miss Sabra Vought, Miss Fanny Dunlap, and others for their contributions to the development of the course as given at the University of Illinois. From the following books especially, helpful suggestions have been received: Kroeger, *"Guide to the study and use of reference books"*; Fay and Eaton, *"Instruction in the use of books and libraries"*; Lowe, *"Books and libraries"*; Ward, *"Practical use of books and libraries"*; and Rice, *"Lessons on the use of books and libraries."*

M. H.
A. S. J.
M. S. W.

July 1922.

TABLE OF CONTENTS

CHAPTER		SECTION
	Preface	
	Introduction	1
I	The College or University Library	2-8
II	Classification	9-18
III	Call Numbers and the Arrangement of Books on the Shelves	19-24
IV	Shelf List	25
V	Card Catalog: General Principles	26-37
VI	Card Catalog (Continued): Details	38-55
VII	Card Catalog (Continued): Publications of Governments, Societies and Institutions	56-61
VIII	Arrangement of Cards in the Catalog	62-76
IX	Parts of a Book	77-87
X	Reference Books	88-91
XI	Magazines and Magazine Indexes	92-107
XII	Encyclopedias, Annual Cyclopedias and Almanacs	108-118
XIII	Dictionaries of the English Language	119-134
XIV	Biography	135-142
XV	Geography	143-158
XVI	History	159-184
XVII	Sociology	185-213
XVIII	Religion	214-221
XIX	Literature	222-243
XX	Literature (Continued)	244-267

XXI	FINE ARTS	268-275
XXII	SCIENCE	276-291
XXIII	AGRICULTURE	292-307
XXIV	HOME ECONOMICS	308-324
XXV	ENGINEERING	325-336
XXVI	COMMERCE AND GENERAL BUSINESS	337-359
XXVII	EDUCATION	360-369
XXVIII	UNITED STATES PUBLIC DOCUMENTS	370-381
XXIX	BIBLIOGRAPHY	382-399
	APPENDIX I: QUESTIONS FOR ORAL REVIEW	
	APPENDIX II: SAMPLE PROBLEM	
	INDEX	

". . . The study of Bibliography and of the scientific methods of using books should have an assured place in the University Curriculum . . . and all who go forth into the world as graduates should have such an intelligent and practical knowledge of books as will aid them in their studies through life. . .

"I do not mean that the university student should learn the contents of the most useful books; but I do mean that he should know of their existence, what they treat of, and what they will do for him. He should know what are the most important general reference books. . . He should be familiar with the best method by which the original investigation of any topic may be carried on. . . No person has any claim to be a scholar until he can conduct such an original investigation with ease and pleasure." W. F. Poole. *The university library and the university curriculum.*

"Let me say as a public lecturer in one of our universities, that in my opinion a guided access to the shelves of a great library is of far greater worth than attendance at lectures can possibly be. Lectures may stimulate; private talk, in my experience, stimulates better. Both have their uses. But the true key to understanding is the key of a library." Sir Arthur Quiller-Couch in the London *Times literary supplement,* May 11, 1922.

INTRODUCTION

1. **Libraries: their function and use.**—Libraries were once regarded simply as places in which to keep books, storehouses for knowledge where stress was laid on preserving rather than on using records. During the last few decades, however, the trend has been in the direction of making the library an active agency in the community. Progressive public libraries assist in meeting civic needs, educational and social as well as recreational. So-called "special" libraries maintained by large business, manufacturing and engineering firms meet a definite demand by furnishing information relating to the firm's particular interests.

The college library has a somewhat different, though very real service to perform. Here, in addition to supplying reading and study room facilities, the primary purpose is to make possible the investigation of any subject connected with the college curriculum. The library becomes the common laboratory of students and teachers alike irrespective of their special interest, be it engineering, agriculture, commerce, science or the liberal arts.

Now in order to make the best use of any laboratory it is necessary to know something of the subject to which it relates and of the technic of using its equipment. A physics laboratory of only passing interest to a casual observer has infinitely more meaning to a person who has been instructed in its use. Likewise, the library—a laboratory composed of books and of records relating to books—may interest those not informed regarding its

make-up but an adequate use of its facilities can only be made by one who knows something of its organization and resources. This knowledge might come in time through a continued use of the library and the gradual discovery of its records but meanwhile many short-cuts would have been missed and some valuable material entirely overlooked.

For this reason, a systematic study of the library, its arrangement, important records, and resources brings abundant returns. By knowing where to go for special assistance and by having a definite idea as to what material is available and where, the worker obtains the desired information more quickly and with greater assurance, accuracy and satisfaction.

The usefulness of a course dealing with the college library, however, should not be regarded as ending with college days. Library practices in America are now fairly well standardized. The same departments rendering practically the same services are found in almost all general libraries. The systems followed in arranging and cataloging the books are fairly uniform. All except the smallest libraries or libraries limited to some special field have most of the reference material noted in this book. The principles herein given for recording references are those in general use, and methods of bibliographical research in one library are similar to those in any other. Thus it will be seen that although the course may seem to deal with one college library only, most of what is learned is equally applicable to other libraries, and that familiarity with the methods of work in one library makes for a more efficient and intelligent use of all libraries.

CHAPTER I

THE COLLEGE OR UNIVERSITY LIBRARY

"Among all the institutes or departments of a university, none is of more fundamental necessity than the university library. No scientific work can be done nowadays of any real value, and aside from those extraordinary cases of genius which occur now and then in human history and which seem to be independent of all conditions and exceptions to all rules, without the aid of an adequate library." Edmund J. James. *Sixteen years at the University of Illinois.*

2. Partly because the college library was the first type to develop in this country and so had more traditions to live down than its younger sister, the public library; partly because of the nature of its collections which were largely of a serious and learned tone—theology, Greek and Latin classics and standard authors that had little attraction for the undergraduate—; partly because of the manner of administrating the library; and partly because of the textbook methods of teaching in vogue, the museum atmosphere hung around the university library in this country longer than around other types of libraries and is only recently being dissipated.

In the early college library no attempt was made to get books into the hands of students; rather the reverse was sought. No thought was taken of the present day very common use of the college library for required readings; no attempt was made to supply general cultural reading. Stories and practices of these early days seem almost unbelievable viewed in the light of later

developments. At Harvard the library was open daily from nine until one; at Brown university one hour a day five days of the week; at Princeton one hour twice a week. Yale allowed only juniors and seniors to use or draw books from the library. Brown had this rather interesting rule, that students should come to the library four at a time when sent for by the librarian, and should not enter the library beyond the librarian's table on penalty of threepence for every offense. As illustrating the storehouse idea of a library there might well be cited the remark credited to one of the early librarians at Harvard that there was only one book at the time out of the library and he was on his way to Professor Agassiz's house to get that and bring it back.

The present day university library with its stream of users pouring in and out every hour of the day, with its special facilities for the use of the faculty and graduate students doing research work, and with its extensive cooperation with other libraries throughout the country presents a decided contrast to the earlier libraries of the same type. It has now become an active workshop open to all, the very center of the intellectual life of the institution where students and faculty from every department find opportunity for study, research and recreational reading.

The collection of books in a university library will always depend on the work of the institution of which it is a part. It would be foolish to expect to find large collections of books on medicine and music in a university giving no courses in these subjects. If the work in agriculture is a special feature of the institution, the library would naturally contain a large collection in this field.

If graduate courses are given, there must be added to the more popular and general treatments of the subject needed by undergraduates the special treatises of a more unusual nature and less general appeal needed by those engaged in research in that field. In every case less material of a purely recreational type will be found than in a public library of equal size, and more, proportionally, of an informational type. The college library may be expected to contain a live, rich collection touching on all fields but especially strong in those in which the college offers special training. The library is, as it were, a mirror reflecting in its collection and service the interests and aims of the institution which it serves—its development being influenced by that of the college, which in turn is dependent on the development of the library.

3. **The organization of a library.**—To use a library effectively it is not necessary to know all the technical details that enter into its administration, but a general survey of a library's organization with regard to its various departments and the division of work among them will make for a better understanding of those departments and records with which the user of the library is brought constantly into contact. Slight variations in organization appear in different libraries but the following departments and the work assigned to them are typical:

Order department. The order department attends to the procuring of books and periodicals. Purchases are made through this department and the material on arriving at the library is received here.

Catalog department. From the order department books are sent to the catalog department, and there a

classification number is assigned, cards for the catalog are made, and book-plates and labels are added.

Binding department. The binding department attends to the binding of periodical publications and of books which are purchased unbound or which need rebinding.

Loan department. The work of the loan department is to deliver to the reader the volumes he may desire and to keep a record of all loans. The supervision of the shelving of books is often delegated to this department, although it sometimes ranks as a separate division called the shelf department.

Reference department. The reference department serves as the interpreter of the library to those who wish assistance in using its resources. Its work is (1) to advise readers as to where information on a given subject may be found, (2) to assist them in their use of the catalogs, and (3) to compile reading lists and bibliographies.

4. **Interlibrary loans.**—The interlibrary loan work, though not a separate department in a library's organization, constitutes a service so important to students making a careful study of a subject that it merits special attention. It is a term applied to the cooperation existing very generally among libraries in this country whereby books needed by students but not owned by the library in which they are working may be borrowed from the library owning them. These loans usually consist of very expensive or rare works which every library cannot own. Photostat copies of pages are often sent when the volumes are too precious or too much needed or too large to be conveniently sent from one library to another. The Library of Congress in Washington is especially generous

in its loans as are also the larger reference and research libraries throughout the country.

5. **Departmental libraries.**—In many colleges and universities a special system of departmental libraries has developed. These bear much the same relation to the general library that the branches of a city system bear to the main city library with this important difference that here each collection is limited to a special subject. It may be architecture, engineering, agriculture, chemistry, law, history, classical literature, commerce or any field in which the institution offers special courses. The collections vary in size from a few hundred to many thousand volumes. The books are usually listed in the catalog at the general library and again in the special catalogs kept in the departmental library. Students specializing in the fields the collections cover find these rooms very useful in study or research since they bring together in one place those books most often needed.

6. **Special collections in the reading rooms.**—Although most of the volumes in the general library are shelved in special rooms filled with tiers of book-cases—called "stacks"—,there are usually some special collections shelved in the reading rooms.

Reference books: Books such as dictionaries, encyclopedias, indexes and atlases which are often consulted for definite bits of information are shelved in the reference room arranged by subject.

Periodicals: Bound volumes of the most frequently used periodicals in the library and current numbers of periodicals of general interest are usually available in some special alcove or reading room. The fact that a particular periodical is not found in such a collection,

however, should not be taken to mean that the periodical is not in the library. It may be shelved in the stacks or in a departmental library.

Books for reading: If a person wants a good book for reading and cannot think of one, the "open-shelf" collection of books interesting for general reading may be found suggestive. The name and contents of this collection differ in different libraries. A distinctive name is usually given such as Standard Library, Leisure Hour Collection, Gilt Star Collection, Red Star Collection, etc. The collection may consist of the works of standard authors in attractive editions, of translations of the works of foreign authors, or of a general collection of interesting and popular volumes in various fields—travel, science, art, biography, drama, and so on. In some colleges very attractive "browsing" rooms for recreational reading only have been equipped with beautiful books and easy chairs. The Farnsworth Room at Harvard and the Brooks Memorial Room at Wellesley are examples of these.

In addition to these fairly permanent collections, there will usually be found somewhere in the library a small collection of books which is changed from week to week. This contains books on special subjects or books of timely appeal and current interest. In selecting a book for home reading this collection will often be helpful.

7. **General regulations for the use of the library.** Library rules are made with the intention of giving to a large number of people the best opportunity possible to use a library for the purpose for which it is intended. As a university library is to be used primarily for study and investigation, it must have regulations in order to

provide quiet surroundings for the former purpose and quick access to material needed for the second.

Consider a library in which no rules of conduct are observed. You come to study in it, but find so many people talking together that it is impossible to concentrate your attention on your work. You hurry in to look up an address, but some one has taken the directory out and is not expected to return it until next week. You have to read a chapter in a book for a class assignment, but some fellow student has removed the book and will probably not replace it until after the class has met. If you want to make use of some statistics, you cannot decipher the figures because the tables in the Census report are so covered with pen marks; or, having found with considerable difficulty a reference to a magazine article on some subject on which little has been published, you discover when you open to the place where the article should be, that some inconsiderate person has torn out those pages. Naturally you would grow indignant over your experiences in a library like that and would wonder "why they allow it."

It will be seen then that the library regulations are for the purpose of having the material owned by the library on hand when it is most needed and that requests for silence and the careful use of books are for the benefit of the students rather than the librarians. Fines are imposed for infringement of the rules not because they increase the revenues of the university but simply because no other plan has yet been devised for the protection of the rights of the many against the few who do not voluntarily work together for the common good.

Many libraries print booklets giving their regulations

as to the period for which a volume can ordinarily be kept, the time limit for "reserve" books, fines, penalties for the mutilation of books, etc. Sometimes these regulations are printed in the college catalog or are posted in a conspicuous place in the library. They should be read and carefully noted by the new student.

8. **How to obtain library books.**

Loan Department: If the student knows what books he wants and how to use the card catalog of the library, he will fill out for each book a call slip and present it at the Loan Desk. Unless the book is kept in a departmental library or one of the reading rooms or unless it is charged out to someone, the assistant at the Loān Desk will bring it from the stacks. The student will then sign a slip which becomes the library's receipt from him for the book. In the case of "reserve" books (i.e. books whose circulation is restricted usually at the request of an instructor who wishes to have them available for collateral reading in class assignments) a special card will be signed. Care should be taken to find out what regulations govern the circulation of these reserve books. A usual time limit for other books is two weeks.

Reference department: If a student does not know how to find the book he wants through the card catalog, or if he does not know what books will give him the desired information, he should ask for aid at the Reference Desk.

CHAPTER II

CLASSIFICATION

9. **Classification defined.**—To assemble a number of volumes in one place and arrange them side by side on the shelves is not sufficient in a present day well organized library. There must be some grouping of books so that those having characteristics in common will stand together. This process is called Classification.

The similarity between the books may be based on artificial characteristics peculiar to the particular copies of the works such as size, date of publication or of purchase, color of binding, or type of illustration; or it may be based on a more intrinsic and natural quality such as the subject with which the book deals. In the arrangement of any particular collection, however, the grouping is usually determined by the use to which the collection is to be put. An arrangement suited to one purpose might not be suited to another. A printer might arrange his volumes as to style of type; a binder as to their bindings; a collector of old books as to their date of printing; a book dealer alphabetically as to their publishers or authors. In a library for general use, however, those systems of classification have been found most satisfactory which arrange books according to the subjects with which they deal. This would—in so far as possible—group all of the algebras; all of the botanies in one place. The histories of England would be together, likewise

those of France, and those dealing with general European history would be not far distant.

For many books, the grouping is naturally with one subject and one subject only, but for many others it might be equally well with any one of several subjects. In such cases the decision as to the proper number is usually based on a consideration of which arrangement is best suited to the individual library and will make the book most available. A book on the diseases of wheat might be grouped with material on crops in an agricultural library and with books on botany in a scientific library. Likewise a book on electricity might be grouped with engineering in one library and with physics in another. Or it sometimes happens that in separate sections of the same book several subjects, such as heat, light and electricity, are treated. Then, since the book can stand in only one place, it becomes necessary to classify it with only one of the subjects with which it deals or with a more general subject, such as physics, which includes them all. From these examples some idea may be gained of the problems of classification and the lack of definite or rigid rules to govern the placing of any particular book. A perfect classification has not yet been devised and probably never will be, but much has been done to make books and other printed material more available, and it must be remembered that a classification suited to abstract philosophical ideas is not, in all probability, suited to subjects as they are treated in books.

10. **Notation.**—In any classification to be applied to books it is desirable to have a system of symbols—a shorthand method, in fact—by which the various

subjects may be briefly expressed and naturally grouped in logical order. These should be familiar symbols having some definite sequence—such as the letters of the alphabet or the Arabic numerals; they should be easily spoken and written; and as few as possible should be needed to express a subject. The symbols used in a classification to designate the subjects constitute the notation.

11. **Systems of classification.**—Many systems of classification have been formulated, but there are three in most common use in the libraries of this country today: the Expansive classification, the Library of Congress classification, and the Decimal classification. These differ from each other in the grouping of the various subjects and in the notation which they employ.

12. The **Expansive,** or **Cutter** classification as it is sometimes called from the name of its author, Charles A. Cutter, uses the twenty-six letters of the alphabet as the basis of its notation, and has, consequently, a large number of general divisions, or subjects. The main divisions of this classification are as follows:

A General works
B Philosophy
C Judaism and Christianity
D Ecclesiastical history
E Biography
F History
G Geography and travels
H Social sciences
I Demotics, Sociology
J Civics, Government, Political science

K Legislation
L Sciences and arts
M Natural history
N Botany
O Zoology
P Vertebrates
Q Medicine
R Technology
S Constructive arts (Engineering and building)
T Fabricative arts (Manufactures and handicrafts)
U Combative and preservative arts
V Recreative arts
W Art
X Philology
Y Literature
Z Book arts

13. The **Library of Congress** system, devised to meet the special needs of our national library at Washington, has been adopted by other libraries, although its use is much less general than that of the other classifications mentioned. It uses for its notation the letters of the alphabet followed by Arabic figures or in some cases, by an additional capital letter and figures. The main classes of this scheme are:

A General works—Polygraphy
B Philosophy—Religion
C History—Auxiliary sciences
D History and topography (except America)
E and F American history
G Geography—Anthropology
H Social sciences
J Political science
K Law
L Education
M Music
N Fine arts

P Language and literature
Q Science
R Medicine
S Agriculture—Plant and animal industry
T Technology
U Military science
V Naval science
Z Bibliography and Library science.[1]

14. The **Decimal classification,** worked out by Melvil Dewey, is the system most often used in the public and college libraries of this country. It is also found to some extent in the libraries of foreign countries since its notation, the Arabic numerals, is adaptable to many languages. It was first developed in 1873 and has been constantly passing through new editions and revisions. It is now in its tenth edition and fills a volume of nine hundred and thirty-six pages. It is published also in two abridged forms for the use of small libraries.

According to this scheme of classification the field of knowledge is divided into nine main classes, and books are arranged under these nine groups numbered 1 to 9. A tenth class marked with a 0 is added for encyclopedias, periodicals and other publications so general in character as to belong to no one group. Each class is divided into nine divisions as shown in the accompanying summary of the classification.[2]

[1] U. S. Library of Congress. *Classification; outline scheme of classes.* Preliminary, Dec. 1909.

[2] From Dewey, Melvil. *Decimal classification and relative index for libraries, clippings, notes, etc.* Ed. 10. Lake Placid Club, N. Y., Forest press, 1919. (New ed. in press.)

DECIMAL CLASSIFICATION

SUMMARY OF CLASSIFICATIONS AND DIVISIONS

000 GENERAL WORKS
- 010 Bibliography
- 020 Library economy
- 030 General cyclopedias
- 040 General collections
- 050 General periodicals
- 060 General societies. Museums
- 070 Newspapers
- 080 Special libraries. Polygraphy
- 090 Book rarities

100 PHILOSOPHY
- 110 Metaphysics
- 120 Special metaphysical topics
- 130 Mind and body
- 140 Philosophic systems
- 150 Mental faculties. Psychology
- 160 Logic. Dialectics
- 170 Ethics
- 180 Ancient philosophers
- 190 Modern philosophers

200 RELIGION
- 210 Natural theology
- 220 Bible
- 230 Doctrinal. Dogmatics. Theology
- 240 Devotional. Practical
- 250 Homiletic. Pastoral. Parochial
- 260 Church. Institutions. Work
- 270 Religious history
- 280 Christian churches and sects
- 290 Ethnic. Non-Christian

300 SOCIOLOGY
- 310 Statistics
- 320 Political science
- 330 Political economy
- 340 Law
- 350 Administration
- 360 Associations and institutions
- 370 Education
- 380 Commerce. Communication
- 390 Customs. Costumes. Folklore

400 PHILOLOGY
- 410 Comparative
- 420 English
- 430 German
- 440 French
- 450 Italian
- 460 Spanish
- 470 Latin
- 480 Greek
- 490 Minor languages

500 NATURAL SCIENCE
- 510 Mathematics
- 520 Astronomy
- 530 Physics
- 540 Chemistry
- 550 Geology
- 560 Paleontology
- 570 Biology
- 580 Botany
- 590 Zoology

600 USEFUL ARTS
- 610 Medicine
- 620 Engineering
- 630 Agriculture
- 640 Domestic economy
- 650 Communication. Commerce
- 660 Chemical technology
- 670 Manufactures
- 680 Mechanic trades
- 690 Building

700 FINE ARTS
- 710 Landscape gardening
- 720 Architecture
- 730 Sculpture
- 740 Drawing. Decoration. Design
- 750 Painting
- 760 Engraving
- 770 Photography
- 780 Music
- 790 Amusements

800 LITERATURE
- 810 American
- 820 English
- 830 German
- 840 French
- 850 Italian
- 860 Spanish
- 870 Latin
- 880 Greek
- 890 Minor languages

900 HISTORY
- 910 Geography and travels
- 920 Biography
- 930 Ancient history
- Modern:
  - 940 Europe
  - 950 Asia
  - 960 Africa
  - 970 North America
  - 980 South America
  - 990 Oceanica and polar regions

These divisions are again divided into nine sections; as in 940 History of (modern) Europe, and 780 Music.

940 History of Europe	780 Music
941 Scotland Ireland	781 Theory
942 England Wales	782 Dramatic
943 Germany Austria	783 Sacred
944 France	784 Vocal
945 Italy	785 Orchestral
946 Spain Portugal	786 Piano and organ
947 Russia	787 Stringed instruments
948 Norway Sweden Denmark	788 Wind instruments
949 Minor countries	789 Percussion and mechanical

If further division of a subject is desired, a decimal point is used and beyond this the subdivision is carried out as far as desirable. 788, Wind instruments, has the following subdivisions.

788 Wind instruments
- 788.1 Trumpet
- 788.2 Trombone
- 788.3 Cornet
- 788.4 Horns and other brass wind instruments
  - .41 French horn
  - .42 Saxhorn
  - .43 Saxophone
  - *etc.*
- 788.5 Flute Waldflute Piccolo Fife Flageolet
- 788.6 Clarinet Bass clarinet Bassethorn
- 788.7 Oboe D'amore Da caccia Cor anglais
- 788.8 Bassoon Double bassoon Bombardon
- 788.9 Other reed wind instruments: bagpipe

In the number 788.3, 7 indicates the class Fine arts; 8, the division Music; the second 8, the section Wind instruments; and 3, the subsection Cornet. All the books on the cornet would have this number and all the books

bearing this number would stand together. In this way all of the material on the cornet would be found in one spot immediately preceded by material on the trumpet (788.1) and trombone (788.2) and followed by material on horns (788.4). On the shelf preceding all of these would stand books on wind instruments in general bearing the number 788.

15. **Form divisions.**—The classification is primarily a classification by the subject matter of the book rather than by the form in which it is written, but it has seemed wise to provide in the various divisions of the classification separate numbers for periodicals, dictionaries, etc. which deal with a definite subject; for example, engineering. These "form" divisions as they are called have practically the same meaning in all classes and are as follows:

1 Philosophies, theories, etc.
2 Compends, outlines
3 Dictionaries, cyclopedias
4 Essays, lectures, letters, etc.
5 Periodicals, magazines, etc.
6 Societies, associations, transactions, reports, etc.
7 Education, study, teaching, etc.
8 Polygraphy, collections, etc.
9 History

Thus, 620.3 is a dictionary of engineering terms; 620.5 is a periodical devoted to engineering; 620.6 is a publication of an engineering society. If the number for a subject does not end in a 0, 0 is added before the form division is given; that is to say, in the case of a dictionary of mining engineering, to 622 (Mining engineering) 0 is added before the form division 3 giving the number 622.03.

16. **Geographic divisions.**—The form divisions by their extensive use and practically uniform designation

throughout the classification afford a very convenient key to the meaning of a great many numbers, but perhaps an even more helpful key is the repeated use of certain numbers to indicate certain geographic divisions. These numbers are taken from the 900s History. Thus, in the number 942, 9 indicates History, 4 Europe and 2 England. The history of England is designated by the addition of 42 to the history number 9, and it will be found that wherever subjects are divided geographically (The note in the classification usually reads "divided like 930-999" or "like 940-999".) the number 42 always indicates England; for example,

942	History of England
914.2	Travel in England
912.42	Map of England
920.042	Biography of Englishmen
554.2	Geology of England
379.42	Public schools in England
581.942	Botany of England
352.042	Local government in England
614.0942	Public health in England

If the 42 with which each of the above numbers ends were changed to 73 the United States would be designated; 43 would indicate Germany; 44 France; 81 Brazil, and so on. A list of the numbers to which these geographical divisions may be added is given in Table I at the back of the Decimal Classification.

17. **The use of B, C, or F instead of a class number.**—In certain divisions of the classification some libraries substitute capital letters for the class numbers. Thus, in biography a capital B indicates the lives of individuals and these biographies are arranged alphabetic-

ally by the surnames of the persons written about. Books having the designation B are shelved as if they had the number 920. C is a letter sometimes used for college publications and is a substitute for the number 378. The use of F for Fiction is very common in public libraries and takes the place of the regular class numbers 813, 823, etc.

18. **The "Relativ" index.** A very important feature of the Decimal Classification is the "Relativ" index found immediately following the tables. This index assists both in assigning numbers to books and in finding books to which numbers have already been assigned. Entries are made under all the terms used in the tables and under those of similar or synonymous meaning. If the number for a book on the Stage is desired, by looking for Stage under S in the index, the number 792 is found. The same number would have been found by looking under Theater, Opera, Dramatic art or amusements, and so on. If it seems desirable to analyze this number, it will be seen by turning to the classification tables that 7 indicates the class Fine Arts, 9 the division Amusements, and 2 the section Theater.

The index is also useful in indicating the numbers for the various viewpoints from which a subject may be treated. For example a book on tobacco, if it deals with the cultivation of tobacco, would be given the number 633.71 under Agriculture; if it deals with the manufacture of tobacco products, it would probably be given the number 679 under Manufactures; if it deals with the physiological or moral effects of tobacco it would have the number 613.84 under Personal hygiene, 615.99 under

Materia medica—Poisons, or 178.7 under Ethics-Temperance—Stimulants and narcotics; if it deals with government tax on tobacco, it would probably have the number 336.27 under Taxation. A book on birds has ordinarily the number 598.2. This is a number under the division Zoology and would include books on the different kinds of birds, a description of their eggs, nests, migration habits, and so on. But if the treatment is of birds in their relation to the farm, either as aids or pests, or as domesticated fowls, it would have a number under agriculture, while a book on game birds and the hunting of them would probably be given the number 799 under Amusements—Sports. A book on the diseases of birds would have the number 619.6 under Comparative medicine—Veterinary; one on their protection, 179.3—Societies for the prevention of cruelty to animals. These examples, which could be duplicated many times, suffice to illustrate the use of various numbers to indicate different phases of the same subject and will serve to show the advantage of consulting the index before either assigning a number to a book or going to the shelves (or shelf list) to look for material on a definite subject.

CHAPTER III

CALL NUMBERS AND THE ARRANGEMENT OF BOOKS ON THE SHELVES

19. **Author numbers.**—As we have seen in the preceding chapter, books are arranged on the shelves according to their classification numbers, with the result that material on the same subject is grouped together. In this way it is possible to locate at a moment's notice books dealing with any particular subject, e.g. the history of the United States. In a large library, however, there may be a great many histories of the United States, and sometimes the request is for a book by some special author, e.g. McLaughlin's *History of the American Nation.* Of course this could be found by looking over all of the books marked 973, but the task in a library where there is a large number of United States histories would be a long one. In order to obviate this, it has seemed practical to arrange alphabetically by their authors' surnames all books bearing the same classification number. In this way, McLaughlin's *History of the American Nation* precedes McMaster's *History of the People of the United States* and follows Channing's *History of the United States.*

It would be possible to shelve the books alphabetically from the author's name as it appears on the binder's title, but this method is slow and inconvenient. It is much easier to find and to replace books if the author's surname appears directly below the classification number.

Here again a shorthand method is brought to bear and the author's name instead of being written out in full is expressed by his initial letter (or sometimes letters, in the case of vowels or *s*) followed by two or three Arabic numerals. These numbers are assigned from the Cutter or Cutter-Sanborn tables which are so "constructed that the names whose initials are followed by some of the *first* letters of the alphabet, have the *first* numbers, and those in which the initials are followed by *later* letters have *later* numbers.

E.g.,	Garden,	167	Gould,	729
	Gerry,	321	Grand,	762
	Gibbon,	352	Grote,	915
	Glover,	518	Guizot,	949

If the books are arranged in the order of these numbers, of course they will be in alphabetic order."[3] Thus, for Channing, C362 is used; for McLaughlin, M222; for McMaster, M227. This combination of letters and figures to express an author's name is called the author number.

20. **Work mark.**—Sometimes an author has written several books on the same subject; e.g. Channing has written one book entitled *A History of the United States* and another entitled *First Lessons in United States History*. In order to distinguish between these and give each a definite location, a letter, called the work mark, is added to the author number. This letter is usually the first letter of the first word not an article in the title; in this case, "h" or "f."

[3] Cutter, C. A. *Explanation of the alphabetic-order marks.* (Three-figure tables) 1913. p. 3-4.

21. **Book number.**—The work mark, as a rule, follows the author number—for example, C362h—and the two together form the book number.

22. **Call number.**—The classification number designating the subject with which the book deals and the book number representing the author and title of the book are usually written the one above the other, and

973

together form the call number; thus, C362h. In cases where there are several copies or various volumes of the same work, distinction between the separate books is made by the addition of the volume or copy number;

973

i.e., C362h No two books in the library should
v. 2 cop. 5.

have the same designation. A call number should refer to one book and one book only.

The uses of the call number are many. By distinguishing a book from every other book in the collection, it affords a convenient device by which the book is called for at the Loan Desk and referred to in all the records of the library. It assigns to the work a definite location on the shelves, grouping it with other material on the same or related subjects; and by the natural sequence of its symbols, it facilitates both the finding and the replacing of books on the shelves.

There are numerous variations and exceptions to the general rule for the forming of call numbers. In most cases these variations can be accounted for by the desire to have certain books stand together on the shelves in the most usable and convenient order. A thorough study of

them is not necessary for the person who is simply to use the numbers and not assign them. In the following list of numbers (arranged in the order in which the books would stand on the shelves) there have been included some numbers representing those formed in the usual way and others representing some of the more commonly found exceptions to the general rule with an analysis and explanation of each figure and letter. It will be seen from a study of these numbers that each symbol has a definite reason for being there and this knowledge may tend to emphasize the importance of avoiding mistakes in copying call numbers and may add something of interest to the mere routine of using them.

23. Call number	Author and Title	Analysis of Call numbers
370 H38w	Henderson, Charles Hanford What is it to be educated?	1. 3 Sociology; 7 Education; 0 general treatment. H38 Cutter no. for Henderson; w first letter of first word of title beginning with What.
C H26uTm	Harvard graduates magazine	2. C used for publications of colleges as a substitute for the number 378. H26 Cutter no. for Harvard; u University; T alumni publication (see Decimal classification under 378); m magazine.

823 D36r	Defoe, Daniel Robinson Crusoe	*3.* 8 Literature; 2 English; 3 Fiction; D36 Cutter no. for Defoe; r Robinson.
823 D55 Ed 1912	Dickens, Charles Complete works. 1912	*4.* 8 Literature; 2 English; 3 Fiction; D55 Cutter no. for Dickens; Ed. 1912 Complete works edited in 1912.[4]
823 D55b	Dickens, Charles Barnaby Rudge	*5.* 823 and D55 explained in *4;* b Barnaby.
823 D55bl	Dickens, Charles Bleak House	*6.* 823 and D55 explained in *4;* bl Bleak.[5]
823 D55e	Dickens, Charles Edwin Drood	*7.* 823 and D55 explained in *4.* e Edwin.
823 D55eYj	Jackson, Henry About Edwin Drood	*8.* 823 and D55 explained in *4.* e Edwin; Y criticism;[6] j Jackson.

[4] Editions of the *complete* works of an author are grouped according to date of publication and stand on the shelves preceding the individual works.

[5] If there is more than one of an author's works having the same class number and titles beginning with the same letter, it is necessary to distinguish one from the other by the use of two or more letters in the work mark.

[6] A capital V following the author no. indicates a bibliography; a capital W, a biography; a capital Y, a criticism; and a capital Z, a handbook or dictionary. They are used with a view to bringing all of the material on a subject together on the shelves.

823 D55n	Dickens, Charles Nicholas Nickleby	*9.* 823 and D55 explained in *4.* n Nicholas.
823 D55Yc	Chesterton, Gilbert Keith Charles Dickens, a critical study	*10.* 823 and D55 explained in *4.* Y criticism; c Chesterton.
823 D55Yw	Whipple, Edwin Percy Charles Dickens, the man and his work	*11.* 823 and D55Y explained in *4* and *10;* w Whipple.
832.62 O62t	Goethe, Johann Wolfgang von. Faust . . . translated by Bayard Taylor	*12.* 8 Literature; 3 German; 2 Drama; 6 Classic period, 1750-1830; 2 Goethe. O Dramas, 6 Faust in translation, 2 English translation, t Taylor.[7]
910.5 NG	National geographic magazine	*13.* 9 History; 1 Geography and travel; 0 general treatment; .5 periodical. NG National geographic.
f912 914rA	Rand, McNally & Co., pub. The library atlas of the world. (1914)	*14.* f folio size;[8] 9 History; 1 Geography and travel; 2 Maps, atlases, etc. 914 from 1914 (the date of publication); r Rand; A atlas.

[7] Special schemes are used in many libraries for Shakespeare and Goethe whose works have appeared in many editions and translations and have been so much written about.

[8] "q" or "f", preceding a call number, indicates that the book is of quarto or folio size. As there are special shelves for these tall books, this indication of size is useful in determining the proper location for a book.

913.38 Se91En — Seyffert, August Oskar. Dictionary of classical antiquities . . . (Translated by) Henry Nettleship and J. E. Sandys — *15.* 9 History; 1 Geography and travel; 3 antiquities; 3 Ancient world; 8 Greece; Se9 Cutter no. for Seyffert; 1 from first word of original title *"Lexikon der klassischen altertumskunde"*; E English translation; n Nettleship.

B W378c — Curtis, George Ticknor. Life of Daniel Webster — *16.* B biography as a substitute for the no. 920; W378 Cutter-Sanborn no. for Webster; c Curtis.

B W378m — McMaster, John Bach. Daniel Webster — *17.* B and W378 explained in *16;* m McMaster.

q920 G79 — Great men and famous women; a series of pen and pencil sketches of the lives of more than 200 of the most prominent persons in history — *18.* q quarto size; 9 History; 2 Biography; 0 general (920 is used here for collective biography; B for individual biography.) G79 Cutter no. for Great.[9]

016.942 C16r — Cannon, Henry Lewin. Reading references for English history — *19.* 0 General works; 1 bibliography; 6 of special subjects; 9 History; 4 Europe; 2 England; C16 Cutter no. for Cannon; r Reading.

[9] When a work has no definite author, or is published anonymously, the Cutter no. is taken from the first word of the title not an article.

942 G82s	Green, John Richard Short history of the English people	*20.* 9 History; 4 Europe; 2 England; G82 Cutter no. for Green; s Short.
942 G82s2	Green, John Richard Short history of the English people. New ed.	*21.* 942 and G82s explained in *20*; 2 "new" (or 2d) edition.
942.05 C86a	Creighton, Mandell, bp. of London The age of Elizabeth	*22.* 942 explained in *20*; 05 Tudor period; C86 Cutter no. for Creighton; a age.
942.05 E14Wb	Beesly, Edward Spencer Queen Elizabeth	*23.* 942.05 explained in *20* and *22*; E14 Cutter no. for Elizabeth; W Biography; b Beesly.
942.1 W56	Wheatley, Henry Benjamin The story of London.	*24.* 942 explained in *20*; 1 London; W56 Cutter no. for Wheatley.
943 H38s	Henderson, Ernest Flagg A short history of Germany	*25.* 9 History; 4 Europe; 3 Germany; H38 Cutter no. for Henderson; s short.

24. **Arrangement of books on the shelves.**—In replacing a book on the shelves or in finding one already on the shelves, the classification number is the first guide. All of the 900s are together; the 930s before the 940s; the 942.03s before the 942.1s. Books having the same classification number are arranged alphabetically by the

letters on the second line, and then decimally by the numbers following the letters; thus, B38 follows B216 and precedes B42. Those having the same class number and the same author number are arranged alphabetically according to their work marks. The following numbers illustrate the arrangement of books on the shelves according to their call numbers.

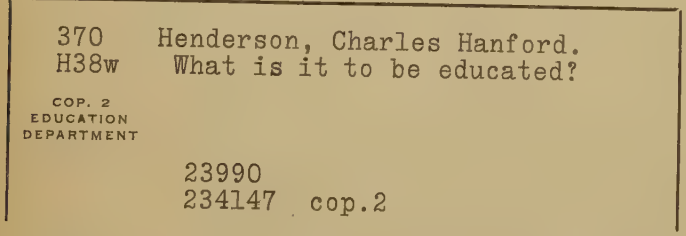
510 H83m	512 B68a	512 W462c	512 W48c	512 W48s	512.814 K63g	512.83 Sco82	520 M86i	520 M86i2
Howe	Bowser	Wells	Wentworth	Wentworth	Kircher	Scott	Moulton	Moulton
— Mathematics for the Practical Man	— Academic Algebra	— Complete Course in Algebra	— College Algebra	— Shorter Course in Algebra	— Group Properties	— Determinants	Introduction to Astronomy —	Introduction to Astronomy New Edition

Books are arranged on the shelves from left to right and from the top shelf to the bottom shelf. Often the lowest shelf is given over to quartos bearing the class number of the books above. Folios are usually shelved—as an economy of space—on special shelves in a separate part of the library.

CHAPTER IV

SHELF LIST

25. The **Shelf list,** as its name implies, is a list of the books in the library arranged in the order in which they stand on the shelves. Each work is represented by a separate card, and these cards are filed according to their call numbers.[10] The following information appears on the cards: call number, author's name, title and accession number. (Accession numbers are the numbers assigned to books to indicate the order in which they are added to the library.) Figure 1 illustrates a shelf card for a one volume work.


370 Henderson, Charles Hanford.
H38w What is it to be educated?

COP. 2
EDUCATION
DEPARTMENT

23990
234147 cop.2

Figure 1. Shelf list card for a one volume work of which two copies are in the library, copy one being in the general library (this may be inferred if no location is designated) and copy two being in a departmental library.

[10] The list of call numbers in the preceding chapter is arranged in shelf list order.

Figure 2 and Figure 3 illustrate shelf list cards for works in sets and for periodicals or serial publications.

942 Green, John Richard.
G82 History of the English people.

COP. 2 HISTORY DEPARTMENT 27313-16 v.1-4
283479-82 v.1-4 cop. 2
COP. 3 ECONOMICS SEMINAR 312561-63 v.1-3 cop. 3
312589 v.4 cop. 3

Figure 2. Shelf list card for a work in several volumes, copies of which are in different departments of the library.

634.05 Fruit growers' journal.
F

1	11	21	31	41	51	61	71	81	91
2	12	22	32	42	52	62	72	82	92
3	13	23	33	43	53	63	73	83	93
✓4	14	24	34	44	54	64	74	84	94
5	15	25	35	45	55	65	75	85	95
✓6	16	26	36	46	56	66	76	86	96
✓7	17	27	37	47	57	67	77	87	97
✓8	18	28	38	48	58	68	78	88	98
✓9	19	29	39	49	59	69	79	89	99
✓10	20	30	40	50	60	70	80	90	100

The Library has those that are checked.

Figure 3. Shelf list card for a periodical. Checks indicate the bound volumes of the periodical in the library.

The Shelf list is of secondary importance to the ordinary user of the library. Its main purpose, so far as he is concerned, is to indicate the number of copies of a book in the library and their location on the campus; or he may in rare cases use it in making an estimate of material in the library on a certain subject.

CHAPTER V

CARD CATALOG: GENERAL PRINCIPLES

26. When a student goes to the library for the first time in quest of a certain book, for example, Henderson's *What is it to be educated?* he may wander a few minutes about the reading rooms seeking the book among the many others on the shelves, but soon concluding this is a poor method of procedure he undoubtedly asks assistance from a librarian, who directs him to the card catalog. The catalog has a relation to the library which is analogous to that which an index has to a book. As he uses the index in a book to find reference to the page containing information on some minute topic he will consult the index to the library, that is the card catalog, to find the call number of a certain library book.

27. **The card catalog.**—At one time library catalogs were printed in book form, well known examples of which are the catalogs of the British Museum and the Boston Athenaeum. A catalog made in this way, however, is out of date as soon as published, for entries of new books may not be inserted in their alphabetical places after the printing is finished. The card catalog, with an entry for each work on a separate card, is the form now in general use, since it may be kept up-to-date by filing in the proper alphabetical positions cards for new works as they are added to the collection.

The card catalog is in cases of small drawers or trays which are labeled to indicate their contents; e.g. "A-Abel"; "Abem-Acab"; "Acac-Ada", etc. In each drawer the cards are arranged alphabetically by the first words on the cards, not an article, as words are arranged on the pages of a dictionary. Heavy manila guide cards, with letters printed on a projecting portion to indicate what card is filed directly behind are inserted at short distances among the other cards. They correspond to the thumb index in a dictionary.

28. **Dictionary card catalog.**—Every book, whether it is kept in the general library or in a department collection, has one or more entries in the catalog. One card may be filed under the name of the author, another under the first word of the title not an article, and a third under the subject. These are called the author card, the title card, and the subject card, on account of their headings. The word, name, or phrase at the top of a card by which is determined its alphabetical position in the catalog is the heading. A catalog in which all varieties of cards, including author, subject and title, are arranged in one alphabet is known as a dictionary card catalog.

29. **Card for author.**—The author card has for a heading the name of the author. This is called the main entry card because it is the first or principal card made for books by authors whose names are known, whether the author is an individual or an organization. Books by authors whose names are undiscovered and periodicals with no definite author have main entry cards under title.

370 Henderson, Charles Hanford.
H38w What is it to be educated? Boston, 1914.
462p.

30. **Card for title.**—The title card has for a heading the title or name of the book as given by the author. Works with unusual or striking titles, works published anonymously, and periodicals have title cards.

370 What is it to be educated? 1914.
H38w Henderson, C.H.

31. **Card for subject.**—The subject card has for a heading (generally typed in red[11]) the word or phrase which indicates most specifically what the book is about. This heading is selected by the cataloger. As a rule, all works, with the exception of fiction, plays and poems, have subject cards.

370 **Education.**
H38w Henderson, Charles Hanford.
What is it to be educated? Boston, 1914.
462p.

A book about more than one subject has more than one subject card. For example, Lippmann's *Engraving*

[11] Words which may be in red in the card catalog have the letters in bold-face type in this and the following examples of cards.

and etching has a subject card under *Engraving,* and a second one under *Etching.*

32. **The call slip.**—By consulting author, title, or subject cards, a student can usually decide whether the library contains books by a certain author, a book with a given title, or books on a special subject. When looking for a book by an author with a common surname; e.g. *Principles of Commerce* by Brown, if the forenames are forgotten, it is quicker to look under the subject of the book rather than under the author's name, because there are probably more than a hundred cards with Brown as a heading. To obtain a book from the library, the call number, which is given in the upper left hand corner of the card, the author's name, the title of the book, and the volume number if the work is in several volumes, should be copied on a call slip and presented at the Loan Desk.

33. **Library of Congress cards.**—Many librarians buy the printed cards of the Library of Congress for use in their catalogs. These give fuller data than the cards typed in the local library, such as the dates of the author's birth and death, the full name of the publisher, the size of the book, its price, and sometimes an outline of its contents. The Library of Congress call number and additional headings are indicated at the bottom of the cards.

Bailey, Liberty Hyde, 1858–

The principles of fruit-growing, with applications to practice, by L. H. Bailey. 20th ed., completely rev. New York, The Macmillan company; London, Macmillan & co., ltd., 1915.

xiv, 432 p. incl. front., illus. 19½cm. (*Half-title:* The rural science series, ed. by L. H. Bailey) $1.75

First published in 1897.

1. Fruit-culture.

Library of Congress SB355.B15 1915 15–5322

——— Copy 2.

Copyright A 397007

Explanation of the card.—1858=date of author's birth; 20th ed., completely rev.=20th edition completely revised; New York, The Macmillan company; London, Macmillan & co., ltd., 1915= place of publication, name of publisher, and date of publication; xiv=pages numbered with Roman numerals; 432p.=main paging; incl. front.=including frontispiece; illus.=illustrations; 19½ cm.=size of the book in centimeters; Half-title: The rural science series=name of the series to which the book belongs; ed. by L. H. Bailey=name of the editor of the series; $1.75= price; Fruit-culture=subject heading used in the Library of Congress; 15-5322=serial number of this catalog card; SB355.-B15 1915=Library of Congress call number; ———Copy 2= Library of Congress has a second copy; Copyright A397007= copyright number.

34. Additional information has to be typed on these cards before they are ready to be filed. The subject headings used in the local library are not always the same as those suggested on the Library of Congress cards. The following are examples of Library of Congress cards with the call numbers and subject and title headings of the local library added.

634 **Fruit-culture**
B15pr20

Bailey, Liberty Hyde, 1858–

The principles of fruit-growing, with applications to practice, by L. H. Bailey. 20th ed., completely rev. New York, The Macmillan company; London, Macmillan & co., ltd., 1915.

xiv, 432 p. incl. front., illus. 19½cm. (*Half-title:* The rural science series, ed. by L. H. Bailey) $1.75

First published in 1897.

1. Fruit-culture.

15—532

Library of Congress SB355.B15 1915

——— Copy 2.

Copyright A 397007 [s19h6]

813 Caleb West, master diver. 1900.
Sm6c

Smith, F[rancis] Hopkinson, 1838–

Caleb West, master diver, by F. Hopkinson Smith; with illustrations by Malcolm Fraser and Arthur I. Keller. Boston and New York, Houghton, Mifflin and company, 1900.

3 p. l., 378 p., 1 l. front., 9 pl. 19½cm.

1. Title.

4-15154/2

Library of Congress

813 Yr

35. **Cross reference cards.**—An author's works are listed under his real name in full, and a cross reference "see" card is made from the pseudonym, or sometimes from the common form of his name.

Twain, Mark, pseud., see
Clemens, Samuel Langhorne.

Matthews, Brander, see
Matthews, James Brander.

36. When a subject might be looked for under either of two headings; e.g. *Aviation* or *Aeronautics; Gothic architecture* or *Architecture, Gothic,* only one is selected as a heading for the publications pertaining to the subject and a cross reference "see" card is made from the form of heading not chosen to the one that is used, as follows:

Aviation, see
Aeronautics

Gothic architecture, see
Architecture, Gothic

37. Reference is made from a subject heading in use to related subject headings, also in use, by means of a cross reference "see also" card. If the reader does not

find the sort of books he is looking for among the cards under a particular subject; e.g. *Aeronautics,* he may find just what he has in mind by consulting the cards for the related subjects referred to on the following "see also" card.

Aeronautics, see also
Aeronautics, Military
Airships
Balloons
Kites

For the filing of the "see also" card see section 73.

CHAPTER VI

CARD CATALOG (Continued): DETAILS

38. **Phrase and compound subject headings.**—If a person examines the catalog carefully he will notice that subject headings are occasionally made up of a phrase or compound heading.

Church and state
Cost of living
Government ownership

39. **Inverted subject headings.**—Sometimes subject phrases are inverted in order to bring the more important word first: e.g., *Insurance, Life.*

40. **Subdivided subject headings.**—Large subjects are usually divided into smaller groups by subheadings.

Music
Music—Dictionaries
Music—History
Music—Periodicals
Mines and mining
Mines and mining—Alaska
Mines and mining—Canada

France
France—Biography
France—Description and travel
France—History
France—History—Early period —987
France—History—Capet and Valois, 987-1589

Only literature and language subjects about a country have the adjective form of the country for subject headings.

French language
French language—Dictionaries
French language—Grammar

French poetry
French poetry—Collections
French poetry—History and criticism

41. **Subject cards for biography.**—The name of the person written about is used for the subject heading.

For biography of
Milton, John, see
B Garnett, Richard.
M662g Life of John Milton. London, 1890.
205p.

42. A book which is about a few persons has a subject card for each. For example, Glover's *Poets and Puritans* would have nine subject cards; one for each of the writers mentioned in the contents of the following:

For biography of
Milton, John, see
928.2 Glover, Terrot Reaveley.
G51p Poets and Puritans. London, 1915.
323p.
Contents.—Spenser. Milton. Evelyn. Bunyan. Cowper. Boswell. Crabbe. Wordsworth. Carlyle.

43. **Subject cards for criticism.**—A book criticizing a person or his work as a whole has for a subject heading the name of the person criticised.

For Criticism of
Milton, John, see
821 Thompson, Elbert Nevius Sebring.
M64Yth Essays on Milton. New Haven, 1914.
217p.

44. A criticism or review of a specific work has for a subject heading the name of the author and the title of the work criticised. For the filing of criticism cards see sections 69-70.

For Criticism of
Milton, John,
Paradise lost, see
821 Woodhull, Marianna.
M64pYw The epic of Paradise lost; twelve essays. New York, 1907.
375p.

45. **Subject card for bibliography.**—This card may have at the top the phrase *For bibliography of,* or it may include the abbreviation *Bibliog.* as a subdivision of the heading.

Drama—Bibliog.
792 Chambers, Edmund Kerchever.
C35 Mediaeval stage. Oxford, 1903. v.1,
v.1 pref. p.13-42.

46. **Subject card for a periodical.**—A magazine on a definite topic has for a subject heading the name of the subject about which the magazine deals, followed by the word *Periodicals.*

770.5 **Photography—Periodicals**
PH Photo era; the American journal of photography. 1898-*Feb. 1903, July 1903-date.* Boston, 1898-*date.* v.1-*10, no. 2, 11-date.*

"—date" on the above example means that the library has the current or recent numbers. Any gaps in the library file are noted; in this instance, numbers for March through June, 1903, are lacking.

47. **Title card for a periodical.**—A periodical has a card with its name as a heading. Since periodicals have no definite author, this is the main card and in the case of many periodicals the only card.

051 Atlantic monthly, Nov. 1857-*date.* Boston,
A 1857-*date.*
v.1-*date.*

48. **Joint author cards.**—When a book is by more than one author an entry is made under each author's name.

720.9 Kimball, Sidney Fiske and Edgell,
K56h G.H.
History of architecture. New York, c1918.
621p.

720.9 Edgell, George Harold.
K56h Kimball, Sidney Fiske and Edgell, G.H.
History of architecture. New York, c1918.
621p.

49. **Editor, translator, compiler, and illustrator cards.**—If the person is sufficiently prominent, or a book might be wanted because of its editorship or illustrations, a card is included with the name of the editor, translator, compiler, or illustrator as heading, followed by the abbreviation *ed., tr., comp.,* or *illus.*

822.33 Hudson, Henry Norman, ed.
S7h Shakspere, William.
Tragedy of Hamlet; ed. by H.N. Hudson. Boston, c1879.
253p.

50. **Cards for parts of a book.**—A book which includes works by different authors may have a so-called author analytical card under the name of each author, with page reference to his work.

808.3 Maupassant, Henri René Albert Guy
C64s de.
The necklace, and The string, tr. from the French by the editor, Sherwin Cody. (see Cody, Sherwin, ed. Selections from the world's greatest short stories. Chicago, 1902. p.319-42.)

51. A story, play, or poem which is published in a collection may have a title analytical card.

```
                Middle years.
813           James, Henry.
J23            Novels and tales. New York, 1907.
Ed.1907       v.16, p.75-105.
v.16
```

52. If specific parts of a book treat of different subjects a subject analytical card is sometimes made for each subject. See section 42.

53. **Series card.**—The series to which a book belongs is usually noted on the author and subject cards. See sections 33-34. For an important series a card is inserted in the catalog, listing all the books in the series which the library possesses.

```
              Rural science series; ed. by L.
               H. Bailey.

634            Bailey, L.H. Principles of
B15pr20       fruit growing. 20th ed. 1915.
635           Jordan, W.H. Feeding of ani-
J767          mals. 7th ed. 1909.
```

54. **Edition.**—Such phrases as *3d ed., new ed., ed. 2 rev. and enl.* after the title of a book refer to the edition. Separate cards may be found for each edition in the

library, or a single card may give the items for two or more editions as follows:

```
342.42  Lowell, Abbott Laurence.
L95g     Government of England. New
        York, 1908.
         2v.

342.42  --- --- New ed. with additional
L95g2    chapter. New York, 1912.
         2v.
```

55. **Pamphlets.**—In some libraries those pamphlets not considered of sufficient value for complete cataloging have a manila card under the author's name, including brief title of the pamphlet and a classification number preceded by "P" (pamphlet).

```
P385  Dunn, Samuel O.
       The present railway situation.




       12Mr19   Union league club   Gift
```

CHAPTER VII

CARD CATALOG (Continued): PUBLICATIONS OF GOVERNMENTS, SOCIETIES, AND INSTITUTIONS

56. The catalog contains author cards not only for persons but also for bodies or organizations which are regarded as the authors of works published in their names or by their authority.

57. **Card for a government as author.**—Works published officially by the officers of a country, state, or city are entered under the name of the country, state or city, and the name of the office from which the publications issue is generally used as a subheading. If the name of the office commences with such a word as department, bureau, division, board, etc. it is usually inverted or filed as if inverted in order to facilitate finding the card in the catalog.

```
630    U.S. Agriculture, Department of.
Un3f    Farmers' bulletin. Washington,
       1889-date.
        No.1-date.
```

58. **Card for an institution as author.**—Publications of colleges and universities which are of sufficient importance to be cataloged, and publications of libraries,

museums, and other institutions, as a general rule are entered under the name of the college, university, library, museum, etc. if the name is distinctive.

```
C        Johns Hopkins university.
J62k      Celebration of the twenty-fifth
        anniversary of the founding of the
        university and inauguration of Ira
        Remsen, LL.D., as president of
        the university. Baltimore, 1902.
         182p.
```

59. Publications of libraries, municipal universities, chambers of commerce, and other institutions without distinctive names are usually entered under the name of the place in which the institution is situated.

```
670      Rochester, N.Y. Chamber of com-
R586r     merce.
          Rochester, N.Y., the city of
        varied industries. Rochester,
        1912.
         51p.
```

60. Exception: Publications of American state universities are entered under the name of the state.

```
505      Wisconsin university.
WU        Bulletin: science series. Madi-
        son, 1894-date.
         v.1-date.
```

61. **Card for a society as author**:—The publications of a society or company are entered under its name.

620.6 American society of mechanical
MEJ engineers.
Journal. *Oct. 1906–date.* Baltimore,
1906–date.
v.28–date.

q385.4 Illinois central railroad
I16 company.
Annual report for the year
ending June 30.

1900	✓1910 v.60	1920	1930	1940	1950
1901	✓1911 v.61	1921	1931	1941	1951
1902	✓1912 v.62	1922	1932	1942	1952
1903	1913	1923	1933	1943	1953
1904	1914	1924	1934	1944	1954
✓1905 v.55	1915	1925	1935	1945	1955
✓1906 v.56	✓1916 v.66	1926	1936	1946	1956
✓1907 v.57	✓1917 v.67	1927	1937	1947	1957
✓1908 v.58	1918	1928	1938	1948	1958
1909	1919	1929	1939	1949	1959

The Library has those that are checked

CHAPTER VIII

ARRANGEMENT OF CARDS IN THE CATALOG

62. To say that the cards in a dictionary catalog are arranged alphabetically by their headings is not so definite a statement as might first appear, for many seeming exceptions, special interpretations and slight variations necessarily occur. The catalog at best is a complicated tool. Although familiarity with the arrangement of one catalog is helpful in the use of another, each library is more or less a law unto itself and special practices are found in different libraries. No universally followed rules can therefore be given, but a knowledge of the more generally accepted interpretations of the alphabetical arrangement and variations from it is needed for the efficient use of any catalog.

63. **Abbreviations.**—Such abbreviations as Dr., Mr., Mrs., are arranged as if spelled in full. The same is true of titles beginning with numerals. Proper names beginning with Mc, M', and St. are filed as if spelled Mac, Saint.

Mc Atee	St. Louis
Macaulay	Saint Maur
M'Cord	St. Paul
Mc Cormick	

64. **Alphabetical arrangement by words or by letters.**—In the dictionary card catalog all varieties of cards, whether author, subject, title, or cross reference, generally are arranged alphabetically by their headings (disregarding the initial articles). The alphabetizing may be by words or by letters, but either one method or the other is followed in a particular catalog.

(*a*) *By words*	or, (*b*) *By letters*
In midsummer days	Inchbald, Mrs. Elizabeth
In the South Seas	Indiana
Inchbald, Mrs. Elizabeth	Indian blankets and their makers
Indian blankets and their makers	In midsummer days
Indiana	Innes, Arthur Donald
The inn of disenchantment	The inn of disenchantment
Innes, Arthur Donald	In the South Seas
New Castle, Col.	Newberry library, Chicago
New republic	New Castle, Col.
New Zealand	Newcastle, Me.
Newberry library, Chicago	New republic
Newcastle, Me.	Newspapers
News review	News review
Newspapers	New Zealand

65. A possible exception to the rule of alphabetizing by words is the filing of some prefix names by letters.

Van Buren	La Farge
Vancouver	Lamartine
Vanderlip	La Motte-Fouque
Van Dyke	Lancaster

66. **Forenames, surnames, titles of books with the same entry word.**—When forenames, surnames, and titles of books have the same entry word the arrangement is as follows:—Saints, rulers alphabetically by countries and under countries numerically, princes and

nobles, surnames alphabetically by forenames, titles of books alphabetically.

George, Saint
George 2, King of Great Britain
George 3, King of Great Britain
George 1, King of Greece
George, Prince of Denmark
George, Earl of Glasgow
George, Edward Augustus
George, Walter Lionel
George at the wheel (title)
George Dandin (title)

67. **Headings with the same surname.**—Headings beginning with the same surname are arranged alphabetically by forenames or initials.

George, Edward Augustus
George, Henry
George, Hereford Brooke

68. **Books by the same author.**—An author's publications are filed in the order of complete collections arranged chronologically, selections from the complete collections, single works arranged alphabetically by titles, single works as joint authors, works edited or translated by him.

Dickens, Charles. Works. 1880
Dickens, Charles. Complete works. 1902
Dickens, Charles. Novels.
Dickens, Charles. Selections; ed. by W. H. Helm
Dickens, Charles. Bleak House
Dickens, Charles. A child's history of England
Dickens, Charles. The old curiosity shop
Dickens, Charles. Our mutual friend
Dickens, Charles. A tale of two cities
Dickens, Charles and Collins, W. W. No thoroughfare
Dickens, Charles, ed. Household words

69. **Author as subject.**—Subject cards about an author, including bibliography, biography, and general criticism, are filed after all the author cards for his works.

Dickens, Charles. A tale of two cities
Dickens, Charles, ed. Household words
Dickens, Charles. Bibliography
Dickens, Charles. Biography
Dickens, Charles. Criticism

70. **Criticism of a work.**—Subject cards about a specific work are filed after the author card for the text of the work.

Dickens, Charles. Our mutual friend (text)
Dickens, Charles. Our mutual friend (criticism)
Dickens, Charles. Pickwick papers (text)

71. **Books by various authors with the same subject heading.**—Cards with the same subject heading are filed alphabetically by authors' names. For example, under the subject heading *Birds*, a publication by Beal entitled *Some common birds* would file before a book by Hudson entitled *Adventures among birds*.

72. **Person, subject, title, with the same entry word.**—When the same entry word is used for persons, subjects and titles, the arrangement is in the order of person, subject, title.

Law, William (person)
Law (subject)
Law as a means to an end (title)

73. **Cross reference "see also" card and subdivisions of a subject.**—Under a subject which is subdi-

vided the order of arrangement may be single word subject, "see also" card, subdivided subject, inverted subject, phrase subject; or, after the "see also" card, the arrangement may be in alphabetical order regardless of the punctuation of the heading.

(*a*) Law (single word subject)
Law (see also)
Law—Societies (subdivided subject)
Law, Primitive (inverted subject)
Law libraries (phrase subject)

or, (*b*) Law (see also)
Law
Law libraries
Law, Primitive
Law—Societies

74. **Person, subject, title, place, with the same entry word.**—When persons, places, subjects and titles have the same entry word the arrangement is in the order of person, place, subject, title.

Orange, Thomas (person)
Orange, France (place)
Orange, N. J. (place)
Orange (subject)
Orange Judd farmer (title)

75. **Arrangement under place.**—Under a country, state, or city, the cards may be in this order: first, works by the country, state, or city and its departments, as author and works about the country, state, or city, arranged in one alphabet; second, societies, institutions, and titles beginning with the name of the country, state, or city, filed in another alphabet.

Illinois (author)
Illinois (subject)
Illinois—Agriculture (subject)
Illinois—Agriculture, Dept. of (author)

Illinois—Zoology (subject)
Illinois association of teachers of English (author)
Illinois central railroad company (author)
Illinois magazine (title)
Illinois university—Agricultural experiment station (author)

On the other hand, the arrangement under place may be strictly alphabetical by the headings.

Illinois (author)
Illinois (subject)
Illinois—Agriculture (subject)
Illinois—Agriculture, Dept. of (author)
Illinois association of teachers of English (author)
Illinois central railroad company (author)
Illinois magazine (title)
Illinois university—Agricultural experiment station (author)
Illinois—Zoology (subject)

76. **History subdivided by periods.**—In the history of a number of the largest countries the usual subject subdivisions, such as *Bibliography, Study and teaching,* may be followed by period subdivisions which are arranged chronologically.

France—History
France—History—Bibliog.
France—History—Study and teaching
France—History—Early period-987
France—History—Capet and Valois, 987-1589

CHAPTER IX

THE PARTS OF A BOOK

77. If one is to make a careful and intelligent use of the contents of books, it is necessary to have some knowledge of the significance and importance of the various parts which go into the make-up of present day printed books. These parts vary in number and arrangement, but the order commonly found is as follows: (1) title-page, (2) copyright date, (3) preface, (4) table of contents, (5) list of illustrations, maps, etc., (6) introduction, (7) body of the book, (8) appendix, notes or other supplementary material, and (9) index.

78. **Title-page.**—The title-page usually gives the full title, the name of the author or editor, the edition if other than the first, the place of publication, the name of the publisher, and the date of publication. From the title one can often get some indication of the field covered by the work and sometimes may judge of the class of readers for whom it was intended or the viewpoint of the author.

The author's name, if he is an authority in his field, carries with it some guarantee of the value of the work. Often a note added after his name on the title-page lists the university degrees which he holds, societies of which he is a member, or work he has done which fits him for the special undertaking in hand.

"Revised and Enlarged Edition," "Third Edition,"

etc. indicate a revision of the original work with additions, corrections or rearrangement of material.[12]

The place of publication often throws light on the nationality of the author and this is important as being a probable indication of the viewpoint from which the book was written. In some cases this influences materially the treatment of a subject.

The name of a well-known and reliable publisher on the title-page of a book usually, though not always, insures a well printed, well edited, and dependable work. Some publishers specialize in a certain field, for example in engineering, and books in that field published by them may usually be regarded as authoritative.

The date on the title-page shows the year in which that copy of the book was printed.

79. **Copyright date.**—The copyright date[13]—usually to be found on the back of the title-page—indicates in what year the book was first published. This is especially important in subjects such as science where new discoveries are constantly changing old theories and the value of the book depends in great measure on whether or not the results of recent investigations are included. New editions of a work have as a rule a new copyright date.

---

[12] The term *edition* should not be confused with "impression" which indicates merely a reprinting without alteration from the original type or plates.

[13] Copyright is the "exclusive right secured by law to authors and artists to publish and dispose of their several works for a limited time. The copyright law of the United States requires the author or artist, in order to secure copyright for works reproduced in copies for sale, to send to the Copyright Office, Library of Congress, Washington, D. C., almost immediately after publication, two copies of the work, with an application for registration. . . and a money order for the statutory fee of $1." The term of copyright is "28 years with the right of renewal for 28 years on application within one year prior to the expiration of the existing term." *New Standard Dictionary.*

80. **Preface.**—In the preface the author addresses the reader directly. He often states his purpose in writing the book, the class of readers for whom he intended it, the field he has aimed to cover, and any indebtedness which he may feel to those who have assisted him in the work.

81. **Table of contents.**—The table of contents may include simply the chapter headings given in the order in which they appear in the book with page references to where they will be found, or it may contain in addition to this a rather minute analysis of the sections or parts of the chapters. Often by a perusal of the table of contents it is possible to obtain a very good idea of the scope of a book without reading it through.

82. **List of illustrations, maps, etc.**—Illustrations, maps, plates, diagrams, etc. are listed in most books in the order in which they appear. This list usually affords the best and quickest means of locating any desired map or illustration as these frequently are not entered in the index.

83. **Introduction.**—The introduction, or introductory chapter forms as a rule an essential part of the book and is usually a general survey of the subject preparing the reader for the treatment to follow. It differs from the preface in that it has as its subject the subject of the book while the preface has as its subject the book itself,—its history, scope and purpose. The former is usually written first, the latter last, although both may be written by someone other than the author.

84. **Body of the book.**—The body of the book is the text or main part with any illustrations or foot-notes that may accompany it.

85. **Appendix, notes or other supplementary material.**—Material which is not essential to the completeness of the book and cannot be conveniently included in the text but which gives clearness or authority to the treatment is often added after the text in the form of an appendix. This may be bibliographical references, statistical tables, documentary material, or explanatory notes.

86. **Index.**—The index of a book is the alphabetical list of topics, names, etc. occurring in the book with an indication of where each is to be found. It is the key to the book, and affords the quickest means of finding a definite fact or bit of information. It differs from the table of contents; first, in order of arrangement, the one being alphabetical, the other in the order in which the material appears in the work; second, in location in the book, the one being usually last and the other usually first; and third, in the treatment of the subject, the index giving detailed topics, the table of contents general.

In the case of a work in a number of volumes, the index to the set is usually in the last volume. However, there may be either a separate index in each volume, as in Bailey's *Cyclopedia of American Agriculture*, and no general index, or a general index to the set and also an index for each volume as in the *Cambridge Modern History*. For this reason, it is important to make sure what section of a work the index proposes to cover. Also, it is well to note the limitation, if any, as to the content

of the index. There may be one index for authors and one for subjects, or in books of poetry a separate index for authors, titles and first lines of poems. If any difficulty is experienced in understanding an index reference, it is well to turn to the beginning of the index where a note will often be found explaining any special symbols or abbreviations.

In some indexes where there are a number of refences under a topic the most important reference is placed first, in other cases it is printed in a different style of type, but if no indication is given, the one covering the largest number of pages is probably the most important.

87. **Abbreviations.**—In the use of books and library records, abbreviations are frequently encountered and familiarity with their meaning will greatly facilitate the process of finding a reference. The following are some of the abbreviations most often met with:

abr.	abridged, abridgment
ad fin.	*ad finem* (at the end)
agric.	agriculture
alph.	alphabetical
A.L.A.	American library association
Amer.	America or American
anon.	anonymous
app., apx.	appendix
arch.	architecture
arr.	arranged or arrangement
assn., assoc.	association
bibl., bibliog.	bibliography
biog.	biography
bk.	book
bul.	bulletin
c.	copyright, chapter, *circa* (about)
ca.	*circa* (about)

can.	canto
cat., catal.	catalog
cf.	*confer* (compare)
ch., chap.	chapter
chem.	chemistry
cir., circ.	*circa* (about)
cm.	centimeters
col.	column or colored
comp.	compare, compiled or compiler
Cong.	Congress or Congressional
cont.	contents or continued
cop.	copy or copyright
cyc., cyclo.	cyclopedia
dept.	department
diag., diagr.	diagram
dict.	dictionary
do.	ditto (the same)
doc.	document
econ.	economics
ed.	edition, edited or editor
educ.	education
e.g., ex. gr.	*exempli gratia* (for example)
ency.	encyclopedia
eng.	engraving, engineering
Eng.	England or English
enl.	enlarged (of an edition)
et seq., et sq.	*et sequens* (and the following)
etc.	*et cetera* (and so forth)
facsim.	facsimile
ff.	following
fig.	figure
front.	frontispiece
Ger.	German or Germany
H. of R.	House of Representatives
hist.	history or historical
ib., ibid., ibidem.	in the same place
id., idem.	the same
i.e.	*id est* (that is)

il., illus., illust.	illustrated, illustration
in loc. cit.	*in loco citato* (in the place cited)
incl.	including or inclusive
ind.	index
inf.	*infra* (below)
introd.	introduction
Ital.	Italian or Italy
j., jour.	journal
jt.	joint (of authors, editors, etc.)
l.	leaf, line or *liber* (book)
lang.	language
l.c., loc. cit.	*loco citato* (in the place cited)
lib.	library, or *liber* (book)
lit.	literature
mag.	magazine
mod.	modern
MS. (MSS. plural)	manuscript
mun.	municipal
n.	note
N.B.	*nota bene* (note well)
n.d.	no date of publication
n.p.	no place of publication
n.s	new series
nat. hist.	natural history
no.	*numero* (number)
o.p.	out of print
op., opp.	opposite
p.	page, pages, or part
pam.	pamphlet
par.	paragraph
per.	periodical
phil.	philosophy
phot.	photography
pl.	plate
pol. sci.	political science
por., port.	portrait
pp.	pages
pref.	preface

pro., proc.	proceedings
pseud.	pseudonym
pt.	part
pub.	published or publisher
q.v.	*quod vide* (which see)
ref.	reference
rep., rept., rpt.	report
rev.	revise, revised, reviser or review
sc.	scene (of a play)
sc., scil.	*scilicet* (namely)
sec., sect.	section
Sen.	Senate
seq., seqq.	*sequens* (following)
ser.	series
soc.	sociology or society
Span.	Spanish
sq., sqq.	*sequens* (following)
st.	stanza
subj.	subject
sup.	*supra* (above)
sup., supp., suppl.	supplement
tab.	table
t.-p.	title-page
tr., trans.	translated, translator, transactions
v.	volume, verse, or *vide* (see)
viz.	*vidilicet* (to wit, namely, that is to say)
vol.	volume
v.y.	various years
§	section
¶	paragraph
2-5	two to five inclusive

CHAPTER X

REFERENCE BOOKS

88. **Reference book defined.**—"Reference books are the clearing-houses of knowledge. They are libraries in miniature, focusing into a single book information scattered through a thousand volumes. They are short-cuts to learning, passkeys to the accumulated wisdom of the ages. The ordinary reader knows little of them, and realizes but slightly the great help they would be to him in his daily reading and daily living." Kroeger. *Guide to the study and use of reference books:* W. G. Jordan in *Literary era,* 8:52.

A reference book, in the strict sense of the term, is a book to be consulted for information on a definite point rather than to be read through. Typical works of this kind are encyclopedias, dictionaries, periodical indexes, statistical publications, and the like. There are, however, many other works not intended primarily for reference use such as histories of a country or standard treatises in the various fields of science, industry, or art, which afford the best material on their subject, and which, for answering questions in their field, should not be overlooked. In a broad sense any book may be considered a reference book if it contains a great deal of information arranged in an easily accessible form.

89. **Reference collection.**—The term "reference collection" is applied to the books in the library used primarily for reference work. It may be limited to

reference books proper or may also include other books that have been found helpful in answering questions. The collection is usually shelved apart from the rest of the books in the library in an accessible place convenient to readers. The books, as a rule, cannot be taken from the library as they are wanted immediately when needed, are used often, and require but a short time for consultation.

90. **Points to be considered in judging the value of a book for reference use.**—Books suitable for reference use should have certain special characteristics. Some of the points to be considered are as follows:

a. *Authoritativeness.* Can the statements in the book be depended upon to be accurate? In judging of this the reputation and work of the author may be considered. The publisher should be noted. A greater degree of confidence may be put in a book if the separate articles are signed by the person writing them as responsibility for the accuracy of the statements is thereby definitely fixed. In the case of statistics, it is well to note whether or not they are based on official reports with an exact reference to the source from which they were taken.

b. *Scope.* What is the field which the book aims to cover and does it really cover it? What, if any, are the limitations as to subject, country, or period of time included? These questions may usually be answered by noting the title of the book and by reading the preface, the table of contents, the introductory chapter and occasional sections through the book.

c. *Arrangement.* Material in a book for reference use should be arranged so as to be easily and quickly

found. If there is a classified arrangement in the body of the work, there should be a good alphabetical grouping of topics in the index or vice versa. It should also be noticed whether or not the cross-references are adequate.

d. *Character of the articles.* Are the articles long or short, suited to the specialist or the general reader? Are topics of equal importance given equal treatment?

e. *Viewpoint of the author.* Does the nationality of the author, his religious, political or personal convictions affect the contents of the book? If so, the book may still be useful for reference, but its bias should always be borne in mind in any use of the information it gives.

f. *Bibliography.* Bibliographies are usually desirable in a book for reference use as they point the way to a more exhaustive treatment of the subject and indicate a more careful editorship.

g. *Date.* In some fields, the date of a book affects very directly the value of the material it contains. In such cases the date of publication should always be compared with the copyright date and the preface date if there is one. Whether or not the work is kept up-to-date by supplements may also be noted.

h. *Illustrations.* Are the illustrations adequate? In some subjects such as art, costume, etc., illustrations are an essential feature; in other cases as in statistics or literature, their use is entirely optional.

i. *Comparison with other books.* How does the book compare with other works in the field it covers?

j. *Physical make-up of the book.* Is the book well printed, well bound and of a size convenient to handle?

91. **How to use a reference book.**—If one is not familiar with the arrangement of a reference book, it will be found a great saving of time and energy to devote a few minutes to a study of the book before trying to get any information from it. This may be done by glancing over the title-page, the preface, the table of contents, and any index features which the book may have. The arrangement of the main body of the work and the appendices or supplements should also be noted.

CHAPTER XI

MAGAZINES AND MAGAZINE INDEXES

92. Magazines are generally published weekly, monthly, or quarterly as numbers or parts of a volume with consecutive paging; e.g. the North American review for July 1919 is number 1 of volume 210. When all the parts of a volume have appeared, usually including a title-page and an index, they are bound together, and thus are retained for reference use in a convenient and durable form.

Magazines are the principal source of information on questions of recent interest. For book reviews, biography, travels, popular treatment of art, science, technology, and for material on all sorts of small topics often unobtainable in books the magazines are of great value. In research work along historical, political, or literary lines they are useful for contemporary views of persons, events, books, etc. Students will find the periodicals especially helpful in the preparation of themes and in debate work.

93. **Standard magazines.**—Following are the titles of a few standard magazines which are of importance for general reading, current history, and book reviews. (M indicates a monthly publication: SM a semimonthly publication: W a weekly publication).

GENERAL

American

Atlantic monthly, (M).
Century, (M).
National geographic magazine, (M).

Country life, (M).
Harper's monthly, (M).
Living age, (W).
Scientific American, (M).
Scribner's magazine, (M).
Survey, (W).

English
Contemporary review, (M).
Fortnightly review, (M).
Nineteenth century, (M).

CURRENT EVENTS

American
Current history magazine, (M).
Current opinion, (M).
Freeman, (W).
Independent, (SM).
Literary digest, (W).
Nation, (W).
New republic, (W).
North American review, (M).
Outlook, (W).
Review of reviews (M).
World's work, (M).

English
Graphic, (W).
Nation and the Athenaeum, (W).
Saturday review, (W).
Spectator, (W).

BOOK REVIEWS: LITERARY PERIODICALS

American
Bookman, (M).
Literary review, (W).
Nation, (W).

English
Nation and the Athenaeum, (W).
Saturday review, (W).
Spectator, (W).

FOREIGN LANGUAGE ILLUSTRATED PERIODICALS

French
L'illustration, (W).

German
Illustrirte zeitung, (W).

Italian
L'illustrazione italiana, (W).

Spanish
La illustracion española y americana, (W).

94. In addition to magazines of general interest there are many highly specialized or technical ones pertaining to the subjects taught in various college courses. For the cataloging of magazines see section 46-47.

95. **Magazine indexes.**—On account of the constant stream of periodical articles appearing weekly, monthly, quarterly, from year to year, many of them would be inaccessible if there were no general periodical indexes. These are the means of locating magazine articles by author, title, or subject, just as the index to a book is the means of finding certain information in that book.

96. **Poole's index to periodical literature,** 1802-1881. Rev. ed. Boston, Houghton, 1893. 1v. in 2.

————First-fifth supplements, Jan. 1, 1882-Jan. 1, 1907. Boston, Houghton, c1888-1908.

Contents: v.1, 1802-1881 (2 parts); 1st supplement 1882-1886; 2d supplement, 1887-1891; 3d supplement, 1892-1896; 4th supplement, 1897-1901; 5th supplement, 1902-1906.

The account of the origin of this first general periodical index by W. F. Poole, when he was a student at Yale college and librarian of his college society, is related in the preface to the 1882 edition of *Poole's index,* v.1, and should be of interest to every college student.

Indexes 470 American and English periodicals of the 19th century, chiefly general. Arranged aphabetically by subject or title. Subject entries are often made by inverting the title in order to bring the important word first. Necessary to look under various headings to be sure of finding all the articles on a subject. A story or

poem is listed under its title, and the author's name if known is given in parentheses. Thus Thackeray's novel, *The Newcomes,* which was first published in a magazine, is entered under *Newcomes* (*W. M. Thackeray*). Reviews of books are indexed under the name of the author whose work is criticised, if the book has no definite subject; e.g. poetry or fiction; otherwise under the subject of the book. A review of Thackeray's *The Newcomes* is listed under *Thackeray,* but a review of Macaulay's *History of England* is entered under *England* only, for England is the subject of the work.

Information given in the references: title of the article, author's name within parentheses if known, abbreviated title of the periodical, volume and page. In the front of each volume is an alphabetical list of abbreviations used for the periodicals indexed, with the titles of the magazines in full and the numbers assigned to them in the Chronological conspectus, a table by which the years of the different volumes can be found.

97. **Poole's index to periodical literature,** [1815-1899.] Abridged ed. Boston, Houghton, 1901.

————First supplement, 1900-1904. Boston, Houghton, 1905.

The abridged edition indexes in two volumes 37 of the most frequently used periodicals.

98. **Readers' guide to periodical literature,** 1900-date. N. Y. Wilson, 1905-date.

V.1, 1900-1904; v.2, 1905-1909; v.3, 1910-1914, v.4, 1915-1918, v.5, 1919-1921. Continued by monthly

numbers cumulating[14] at set periods during the year, at the end of the year, and triennially. An index to general magazines, some U. S. government publications, and reports of associations. V.2-3, 1905-1914, also index many books of essays, travel, lectures, etc., published since 1900.

Arranged alphabetically by author and subject, sometimes title. Uniform subject headings and numerous cross-references. Information given in the magazine references: title of the article, author's name if known, abbreviated title of the periodical, volume, inclusive page reference, and exact date. Illustrations and portraits are indicated by *il* and *por*. An alphabetical list of periodicals indexed, with the abbreviations used for them, is in the front of each volume or number; and a list of books indexed, arranged alphabetically by authors' names, is in the front of v.2-3.

99. **International index to periodicals,** 1920-date. N.Y. Wilson, 1921-date.

Indexes American and foreign periodicals pertaining chiefly to the humanities and science which are not indexed in *Readers' guide*. Issued five times yearly with annual volumes supplemented by cumulative numbers. Arrangement and information given similar to *Readers' guide*. Preceded by *Readers' guide to periodical literature*: *Supplement,* v.1, 1907-1915 (indexing also 55 books); v.2, 1916-1919.

[14] That is, the entries in several numbers are collected together and reissued in one alphabet.

A SPECIMEN PAGE FROM POOLE'S INDEX TO PERIODICAL LITERATURE

(By permission of the publishers, Houghton, Mifflin and company.)

Southern Empire, Morton on. (W. D. Foulke) Dial (Ch.) 14: 214.
Southern Pacific Railroad. (F. Stratton) Cosmopol. 15: 280.
— Overland by. (F. C. W. Barbour) Chaut. 15: 391.
Southern Magazine, Making a. Southern M. 5: 50.
Southard, Milton I., with portrait. Nat'l M. (N. Y. '91) 17: 279.
Southey, Robert. (Geo. Saintsbury) Macmil. 71: 346. Same art. Ecl. M. 124: 779. Same art. Liv. Age, 205: 67. — (Mary C. Agnew) Temp. Bar, 107: 114.
— Letter by. National, 19: 704.
— Letters. Sat. R. 79: 486.
— Life and Correspondence. Eng. R. 15: 77.
— Ten Letters to. (S. T. Coleridge) Atlan. 73: 57.
"Southward Ho!" a story. Temp. Bar, 102: 229.
Southwark. Walford's Antiq. 1: 132.
Southwell, Father, the Euphuist. (H. Thurston) Month, 83: 231, 383.
Southwell Minster. Walford's Antiq. 6: 49.
Southwest, Flora of; a Characteristic Plant Group. (H. L. Clarke) Pop. Sci. Mo. 43: 786.
Southwold, Eng. (E. B. Brown) Eng. Illust. 10. 405.
Southworth, Mrs. E. D. E. N., with portrait. Bk. News, 9: 66.
Sovereign, State, Government: a Triad of Political Conceptions. (C. M. Platt) Pol. Sci. Q. 10: 292.
Sovereignty, Austin's Theory of. (J. Dewey) Pol. Sci. Q. 9: 31.
— Jean Bodin and Hobbes on. (W. A. Dunning) Pol. Sci. Q. 11: 82.
Sowers, The; a story. (H. S. Merriman) Cornh. 71: 1–561. 72: 53–641.
Sown on Sand; a story. (C. E. Morland) Belgra. 78: 94, holiday no.
Space, and Time as Mere Ideas. (P. Carus) Open Court, 3: 1600.
— Curvature of. (J. Dolman, jr.) New Sci. R. 2: 31.
— Four-fold, Realization of. (T. P. Hall) Science, 19: 272.
— Geometric and Actual. (J. Delbœuf) Monist, 4: 248.
— Homogeneous Division of. Nature, 49: 445, 469.
— Infinity of. Chamb. J. 71: 647.
— Interstitial. (T. D. Paret) J. Frankl. Inst. 140: 117.
— Perceptions of, Experiments in. (J. H. Hyslop) Psycholog. R. 1: 257, 581.
— Problem of the Three Dimensions of. (P. Carus) Open Court, 7: 3720.
— Tactual Estimation of. (G. S. Parrish) Am. J. Psychol. 6: 514.
— Visual Perception of. (E. C. Sanford) Am. J. Psychol. 6: 593.
Space-Sense. (A. E. Segsworth) Am. J. Psychol. 6: 369.
Space-threshold, Perception of Two Points not the. (G. Tawney) Psychol. R. 2: 585.
Spain. Along the Spanish Highways. (H. Lynch) Good Words, 35: 661.
— and the Jacobites. (Benjamin Taylor) Scot. R. 27: 253.
— and the Spaniards. Eng. R. 7: 1.
— The Artist in. (A. Griffiths) M. of Art, 4: 26.
— Artistic, as Shown by Kerr Lawson. (G. White) Idler, 8: 39.
— Church in, Meyrick on. (W. Webster) Acad. 41: 534.
— Church of. Eng. R. 18: 55.
— Colonies of. Spec. 74: 453.
Spain, Dierckx's Geschichte Spaniens. (B. Moses) Am. Hist. R. 1: 523.
— Economic Condition of, in the 16th Century. (B. Moses) J. Pol. Econ. 1: 513.
— History of, Burke's. Ed. R. 182: 271. — (R. Lodge) Eng. Hist. R. 11: 537.
— Holy Week in. Cath. World, 58: 840.
— Iberian Peninsula. Chamb. J. 70: 609.
— In Distressful. Chamb. J. 73: 513.
— in the 15th Century. (B. O. Flower) Arena, 13: 192.
— Jews in, MS. Sources of History of. (J. Jacobs) Jew. Q. 6: 597.
— Memorial of Lord Burghley on Peace with Spain. 1588. (W. F. Tilton) Am. Hist. R. 1: 490.
— Memories of. (G. E. Vincent) Chaut. 15: 529.
— Midsummer in Southern. (E. R. Pennell) Cent. 30: 643.
— A Night and a Day in. (M. C. Harris) Atlan. 78: 647.
— Northern, Fueros of. (W. T. Strong) Pol. Sci. Q. 8: 317.
— On the Trail of Don Quixote. (A. F. Jaccaci) Scrib. M. 20: 135, 481.
— People of. Leis. Hour, 43: 457, 600.
— Protestants in, Proposed Episcopate for. Church Q. 38: 283.
— Relation of, to her Government. (L. Williams) No. Am. 163: 634.
— Romance of. (C. W. Wood) Argosy, 59: 78–698. 60: 65–706.
— Secrets from the Court of. New R. 10: 529, 662. 11: 35–594.
— Statesmen of. Liv. Age, 194: 294.
— Summer Resorts in, Lesser. (W. H. Bishop) Nation, 61: 254.
— Theatres and Actors in. (D. del Toboso) No. Am. 158: 628.
— Tour in. (L. M. R. Walker) Belgra. 77: 28.
— Twenty Years of Modern Monarchy in. (C. Benoist) Chaut. 20: 330.
— Up Gibraltar; to Tangier; into Spain. (L. R. Gracey) Chaut. 17: 515.
— Vignettes in. (H. R. Haweis) Contemp. 61: 732. Same art. Ecl. M. 118: 852.
— Village Communities in. Quar. 182: 483.
— West Coast of, and Wrecks. (R. Beynon) Leis. Hour, 42: 335.
— Wild, Chapman's. Nature, 47: 583.
Spalato, Diocletian's Palace at. (P. Fitzgerald) Gent. M. n. s. 53: 266.
Spangolite. (A. H. Miers) Nature, 48: 426.
Spaniard, Evolution of the. (H. C. Chatfield-Taylor) Cosmopol. 21: 238.
Spanish America, Descriptive Topographical Terms of. (R. T. Hill) Nat. Geog. M. 7: 291.
Spanish-American Families, Our. (H. E. Bandini) Overland, n. s. 26: 9.
Spanish-American Literature: Antologia de Poetas Hispano-Americanos. (A. R. Marsh) Nation, 60: 16, 33.
Spanish-Arabian Dames. (A. Grant) Time, 19: 295.
Spanish Armada. Quar. 182: 1. — Ed. R. 181: 59.
— and Turkey. (E. Pears) Eng. Hist. R. 8: 439.
— Defeat of. (W. F. Tilton) Atlan. 76: 773.
— Froude on. Ath. '92, 1: 625. — (M. A. S. Hume) Eng. Hist. R. 7: 567.
— Spanish Story of, Froude's. Sat. R. 73: 573.
— State Papers relating to, ed. by Laughton. Sat. R. 78: 434. 79: 387.
Spanish Art at the New Gallery. Am. Arch. 51: 88, 115, 131. — (E. R. Pennell) Nation, 62: 51.
Spanish Ballad-poetry. Spec. 72: 169, 233.

Copyright, 1897, by William I. Fletcher and Franklin O. Poole.

A SPECIMEN PAGE FROM THE READERS' GUIDE TO PERIODICAL LITERATURE

Spain—Description and travel—*Continued*
Plunderings from Spain. C Bill. il House B 42 137-40 Ag 17

Economic conditions

Nation that hoards and starves. Survey 40. 319 Je 15 '18

Education

See Education—Spain

Finance

See Finance—Spain

Foreign relations

Spanish-Portuguese union map R of Rs 51 559-60 N 16

Great Britain

Spain and Gibraltar J de Armas. Quar 230: 182 9 Jl 18, Same Liv Age 298.577-82 S 7 '18

United States

United States and Spain in 1822 W S Robertson Am Hist R 20 781-800 Jl 15

History

Characteristics of the Spaniard H. W Dresser Home Prog 5 149-51 D 15

Expulsion of the Moors. H W. Dresser Home Prog 5 157-60 D 15

In memory of a palace. M. L. Woods. Fortn 109 723-30 My 18

Spain at the height of power H. W. Dresser. Home Prog 5 151-7 D 15

With the Moors in Andalusia. C. U Clark. il Art and Archaeol 1.228-40 My '15

European war, 1914-
See European war—Spain

National characteristics

See National characteristics, Spanish

Navy

First Spanish submarine Sci Am S 80:229 O 9 '15

Rebuilding the Spanish navy. R of Rs 58:199-200 Ag '18

Politics and government

Elements of future Spain S. de Madariaga. Contemp 113 527-32 My '18

German myth in Spain S. Griffith. Outlook 116 364-5 Jl 4 '17

New Spanish cabinet Outlook 116 55-6 My 9 '17

Plight of Spain. E. J Dillon 19th Cent 83 386-402 F '18

Spain and the great war T. H. Pardo de Tavera. Cent 95 360-5 Ja '18

Spain in the world's debate. A. F Bell Contemp 112 264-9 S 17, Same Liv Age 295 335-40 N 10 '17

Spain's home war S de Madariaga. Contemp 114.380-6 O '18

Religious history

Cardinal of Spain. A T Sadlier. Cath World 106 633-45 F '18

See also Inquisition

Social conditions

Dolores, vendor of snails. C. M. Goethe. il Survey 37.15-19 O 7 '16

Social life and customs

See Bullfights

Strikes

See Strikes—Spain

Spain and the United States
Spain turns to America. S. Griffith. Nation 104.392-3 Ap 5 '17

Spalatro, Italy

Architecture

Palace of Diocletian. F: Lees. il plans Arch Rec 40:549-57 D '16.

Spalding, Albert
Tuneful America. Woman's H C 44:13 F '17, Same cond. Musician 22:352 My '17

Albert Spalding, and his violins. Musician 22. 704 S '17

Fighting violinist. Outlook 117:279 O 24 '17

Portrait. Outlook 117.293 O 24 '17; Lit Digest 55:36 D 29 '17

Violinist and a congressman. por Lit Digest 58 27-8 Jl 13 '18

Spalding, Albert Goodwill
Hold Spalding up. Lit Digest 51.682 S 25 '15

Spalding, H. G.
International pavedway Am City (T and C ed) 13 287-8 O 15

Spalding, H. S.
Endowment of men and endowment of money. Educ R 52.392-402 N 16

Ethics and the neo-Malthusianism. Am J Soc 22 609-15 Mr '17

Spalding, John Lancaster, archbishop
Archbishop Spalding Outlook 114.12 S 6 '16
Sketch. Educ R 52 317 O 16

Spalding, Volney Morgan
Dedication of a tablet in honor of Professor Volney M. Spalding. Science n s 44.914-15 D 29 '16

Spalding, Walter Raymond
Music a necessary part of the soldier's equipment Outlook 119.223-5 Je 5 '18
War in its relation to American music. Mus Q 4:1-11 Ja '18
Work of the music school settlement in Americanizing its patrons. Musician 23.533 Ag '18

Spangler, Colin Irving
Frame-up or square deal? Sunset 38.28-9 My '17

Spaniels
Color in cockers. J. Watson. Country Life 27: 57 F '15

Spanish America. See Latin America

Spanish-American literature
Classic literature of Colombia. R of Rs 55 95 Ja '17, Same il Bul Pan Am Union 44.311-5 Mr '17
Modernista movement in Spanish American literature A Coester Bul Pan Am Union 44 173-7 F '17

See also Almafuerte, pseud., Rodo, J. E.

Spanish-American poetry
Of Latin American poetry. S. de la Selva. Pan Am M 26.146-7 Ja '18
Pan-American literary meeting in New York. Pan Am M 24 209-11 F '17
Some poets of Chile. L. E. Elliott. Pan Am M 26 64-7 D '17

Spanish-American war. See United States—History—Spanish-American war, 1898-1899

Spanish architecture. See Architecture, Spanish

Spanish armada. See Armada, 1588

Spanish art. See Art, Spanish

Spanish cedar. See Cedar trees

Spanish doubloons, novel. See Kenyon, Camilla E. L.

Spanish elopement, story. K. L. Bates. Harper 130 522-6 Mr '15

Spanish fiction
Spain's war-time fiction. Lit Digest 50 1153 My 15 '15
Spanish fiction in the United States. R. Jaen. Nation 106:261 Mr 7 '18

Spanish influenza. See Influenza

Spanish Inquisition. See Inquisition

Spanish language

Study and teaching

Readjustment of language teaching. J. T. Arntz, jr. School and Soc 7.769-72 Je 29 '18

Scientific teaching of Spanish and other languages. H. E. Bard. Bul Pan Am Union 43:497-503 O '17

Spanish in American universities. School and Soc 4.627-8 O 21 '16

Teachers of Spanish needed in New York high schools. Bul Pan Am Union 45:385-9 S '17

Spanish literature
Importance of Spanish to the American citizen. J. D. Fitzgerald. Bul Pan Am Union 47.363-74 S '18

Mediæval Spanish allegory, by C. R. Post. Review. Nation 101:779-81 D 30 '15

100. **Magazine subject-index,** a subject-index to seventy-nine American and English periodicals. Boston, Boston book co. 1908, v.1.

Annual magazine subject index for 1908-date. Boston, Boston book co. 1909-date.

V.1, which was published in 1908 and indexes some periodicals from their first numbers and others only for the year 1907, has for an annual continuation or supplement the *Annual magazine subject-index.* Specializes in history, travel, and fine arts. Indexes the less familiar American and English magazines and publications of societies, most of which are not indexed in the other periodical indexes. Entries are under subject, exclusive of fiction by prominent writers and continued stories, which are entered under the name of the author. Other fiction is not indexed. Information given in the references: title of the article, author's name if known, title of the magazine abbreviated, volume, inclusive page reference, and exact date. Illustrations and portraits are indicated. In the front of each volume is an alphabetical list of periodicals indexed with the abbreviations used for them. Commencing with 1909 the *Dramatic index* is included as part 2 of the *Annual magazine subject-index.* For description of the *Dramatic index* see section 103.

101. **Special indexes.**—There are several indexes devoted to specific subjects which are a valuable aid to the specialist. These are useful to others when the material wanted is not found in the general periodical indexes.

102. **Book review digest,** 1905-date. N. Y. Wilson, 1905-date. For description see section 262.

103. **Dramatic index,** 1909-date. Boston, Boston book co. 1910-date.

Annual volumes. Published as part 2 of the *Annual magazine subject-index* and also issued separately. An index to illustrations and articles about dramas, dramatists, players, and the theater appearing in American and English periodicals, as well as to texts of plays. Arranged alphabetically by subject. Information given in the references: title of the article, author's name if known, title of the magazine abbreviated, volume, inclusive page reference, and exact date. If an article is less than one page in length a fraction is used after the page number to indicate the article's approximate length. Alphabetical list of periodicals indexed and abbreviations used for them is in the front of each volume. A quarterly continuation of the *Dramatic index* is in the *Bulletin of bibliography.*

104. **Industrial arts index,** 1913-date. N. Y. Wilson, 1914-date.

Annual volumes, 1913-1917, two year volumes, 1918-1919 and 1920-1921, supplemented by numbers cumulating during the year, annually, and biennially. Indexes engineering, business, and trade periodicals, some publications of the federal government, and occasionally pamphlets dealing with industrial topics. Arranged alphabetically by subject. Information given in the periodical references: title of the article, author's name if known, title of magazine abbreviated, volume, inclusive page reference, and exact date. Illustrations and diagrams are indicated by *il* and *diag* or *diags.* Alphabetical list of publications indexed, with abbreviations used for them,

is in the front of each volume or number. Valuable for engineering, electrical appliances, chemistry, business, printing and textiles.

105. **Engineering index annual,** 1906-date. N. Y. Engineering magazine, 1907-18; American society of mechanical engineers, 1919-date.

For description see section 335.

106. **Agricultural index,** 1916-date. N. Y. Wilson, 1919-date.

For description see section 294.

107. **Suggestions about the use of magazine indexes.**—Inability to find material through the periodical indexes is often due to haphazard methods of working, the omission of volumes which should have been examined, and the failure to follow up cross-references. Consideration of a subject's limitations with respect to period of time, then a systematic order of consulting the indexes, and accurate copying of the needed references when found saves confusion, and gives the reader the feeling that he has exhausted the resources of the magazine indexes.

The use of *Poole's index,* 1802-1900, and *Readers' guide,* 1900-date, will probably be sufficient for ordinary purposes, but as regards topics covered by a special index, turn to that for a more thorough treatment. If the subject to be investigated extends over a long period of years, begin with the most recent number or volume and work back; or else, starting from the earliest date that articles on the subject may have been published, work forward in chronological order. Thus for magazine

references on the Origin and influence of the Monroe doctrine, a topic which covers the period from 1823-date, use *Poole's index,* 1802-1900, and *Readers' Guide,* 1900-date, working forward or backward in order of time to avoid the possibility of omitting any volumes or numbers of these periodical indexes. In looking for material on a subject which pertains to a brief term of years or a single year, such as the Coal strike of 1919, consult the periodical index which covers that period or year, in this case, *Readers' guide,* 1919-1921. If more specialized articles are needed consult the *Industrial arts index.*

For each reference copy the name of the magazine, its volume, page, and date if given, also the title of the article, and the author's name if included. The magazines in the library are listed in the card catalog.

CHAPTER XII

ENCYCLOPEDIAS, ANNUAL CYCLOPEDIAS, AND ALMANACS

108. If one desires to secure on short notice condensed authoritative information on any subject except one of slight importance, very recent development, or extreme technicality, he can find it in many cases by consulting one of the standard general encyclopedias. Not only are the most important articles written by specialists, but all of the material is carefully edited so as to include only reliable and up-to-date information. Most encyclopedias of the present time have also good illustrations, maps, and bibliographies. Finally, their information is made readily accessible by means of alphabetical arrangement, cross references, and indexes.

There are two types of encyclopedias: one of them arranges material under broad topics; e.g. treating merchantmen, torpedo boats, battleships, submarines, all in one article on Ships; while the other devotes a separate article to each smaller topic so that the information is scattered through the encyclopedia under different headings: Merchantmen, Torpedo boats, Battleships, Submarines, etc. The first type requires a minute index which will indicate what article contains the topic wanted; the second needs "see also references" so that all the data on the broader subject may be collected by the reader. The *Encyclopaedia Britannica* is an example of the first type, and the *New international encyclopaedia* of the second.

109. **Encyclopaedia Britannica.** 11th ed. Cambridge, Eng. University press, 1910-11. 29v.

———— the new volumes constituting, in combination with the twenty-nine volumes of the eleventh edition, the twelfth edition. London, Encyclopaedia Britannica co. 1922. 3v. (In the eleventh edition v.30-32).

A comprehensive summary of arts, sciences, literature, and general information, international in scope, though British in point of view. The longer articles aim to present a thorough elucidation of the subjects treated; consequently they are quite as valuable to the scholar and specialist as to the general reader. They are signed by the initials of their authors, the full names being listed in the front of each volume, and they include well selected bibliographies, sometimes listed at the ends of sections as well as at the ends of the complete articles. Illustrations and maps are closely related to the text and are of excellent quality. Pronunciation is not indicated. Arrangement is alphabetical by letters. The broad scope of the individual articles and the lack of cross-references make it often necessary to use the Index in v.29. This includes cross-references, analyzes the contents of the encyclopedia minutely, and refers definitely by means of numbers and the letters, a, b, c, d, to the volume, page, and part of page on which information is given; e.g. 25-187a means v.25, p. 187, upper half of first column, while 25-187d means the lower half of the second column on the same page.

The first edition was published 1768-71 in Scotland. The ninth edition, published 1875-89, contains monographs which continue to be of considerable value. The

tenth edition was only a supplement to the ninth. The eleventh edition contains entirely new material, arranged to fit the requirements of the modern public, with such use of the ninth edition as any treatises on the subjects included would make.

New volumes of the 12th edition (following 11th edition as v.30-32) deal with events and developments from 1910-1921. Cross references to volume and page of the treatment of the subject in 11th edition are noted in the 12th at the beginnings of articles on such subjects as are treated in both editions, e.g. in v.1 (or v.30 of the 11th ed.) "ASTRONOMY (see 2.800)" refers back to the article on astronomy beginning on page 800 in v.2 of the 11th edition, since the article in v.30 deals only with the development of that science during the years 1910-21.

110. **New international encyclopaedia.** 2d ed. N. Y. Dodd, 1914-16. 23v. and an additional v. containing Courses of study and reading.

Most of the articles are shorter and the technical ones are more easily understood by non-specialists than those in the *Encyclopaedia Britannica.* They are, however, written by authorities and are usually followed by very good bibliographies. None of the articles are signed, but in the front of each volume is a list of the most important articles with the names of their authors. Pronunciation of proper names is given. Arrangement alphabetical by letters rather than words. Many excellent illustrations, including maps and reproductions of famous paintings. Supplementary volume is in the nature of a classified index to the encyclopedia, grouping the titles of the articles under broad subjects, such as Religion, Industrial chemistry, Games and sports.

111. **Encyclopedia Americana.** N. Y. Encyclopedia American corp. 1918-20. 30v.

A work of the same general type as the *New international encyclopaedia* but more up-to-date. Especially good for subjects dealing with science, business, industries, production, government and other phases of modern life. Important articles are signed in full and some are followed by bibliographies. Very good text illustrations and plates. Physical and economic as well as political maps. Indexes of the counties and incorporated cities, towns, and villages accompany the maps of the states of the United States.

Difficulties in finding material in the work arise first, from peculiarities in choice of headings, with a tendency to group all material on different phases of a country under the name of the country (e.g. under Great Britain are found articles with such varying titles as *Irish history, Parliament, the Church of England, English newspapers*) secondly, from the arrangement of headings alphabetically by words instead of letters (e.g. New Castle. New Zealand, Newcastle) and thirdly from misleading cross references. The Index in v.30 is a classified list of topics.

112. The following are the most important of the foreign encyclopedias:

La grande encyclopédie. Paris, Lamirault, 1885-1903. 31v.

Larousse, Pierre Athanase. Grand dictionnaire universel. Paris, Larousse, 1866-90. 17v.

Brockhaus' konversations-lexikon. 14.aufl. Leipzig, Brockhaus, 1901-04. 17v.

Meyers grosses konversations-lexikon. 6. neubearb. und verm. aufl. Leipzig, Bibliographisches institut, 1902-13. 24v.

Nuova enciclopedia italiana. 6.ed. Torino, Unione tipografico-editrice Torinese, 1875-88. 25v. in 26.

————Supplemento. 1889-99. 5v. in 6.

Diccionario enciclopédico hispano-americano de literatura, ciencias y artes. Barcelona, Montaner, 1887-1910. 28v. in 29.

ANNUAL CYCLOPEDIAS AND ALMANACS

113. Annual cyclopedias and almanacs may be considered supplementary to encyclopedias in that they furnish more recent material in almost as wide a field. Almanacs, originally planned to provide calendars and other astronomical data, have been in some cases much expanded so that they have become a very useful source of up-to-date information in the way of statistics, important laws, events of the year, lists of government and society officials, etc. They are not, however, usually considered so authoritative as annual cyclopedias, because, since they are published the first of January, their hasty compilation gives occasion for inaccuracies. Annual cyclopedias are carefully edited and issued by reliable publishers in the second quarter of the year.

Only the latest volume of an almanac is needed ordinarily for reference, as much of the material of more than ephemeral usefulness is reprinted from year to year. The annual cyclopedias, on the other hand, constitute a very good summary of current history and also contain articles by specialists, which are of more than transitory interest. Almanacs bear the date of the year in which

they are published, while annual cyclopedias generally bear the date of the year preceding their publication date. Hence, for an event or law of 1919 use a 1920 almanac, but a 1919 annual cyclopedia.

114. **New international year book,** 1907-date. N. Y. Dodd, 1908-date.

Forms an annual supplement to the *New international encyclopaedia,* which it closely resembles. The only general year book that is illustrated.

115. **Annual register,** a review of public events at home and abroad, 1758-date. London, Longmans, 1764-date.

A summary of history for the year, with a review of literature, science, art, drama, music, finance, and commerce, mostly of England, followed by reprints of a few of the most important British public documents and an obituary of eminent persons deceased in that year. Material is arranged in chapters, since 1863 separating English from foreign and colonial history. Each volume is in two parts, with different pagings. Subject index in the back of each volume, as well as a general index covering 1758 to 1819 in a separate volume.

116. **The new Hazell annual and almanack,** 1917-date. London, Frowde, 1917-date.

Preceded by Hazell's annual, 1886-1916. Tables and lists of many kinds, chiefly applicable to Great Britain, statistics and information about the governments of all countries. Progress in science, art and literature in the preceding year. Table of contents followed by minute index.

117. **Whitaker, Joseph.** Almanack, 1869-date. London, Whitaker, 1869-date.

Similar in scope to Hazell. Table of contents followed by minute index.

118. The American almanacs are generally more restricted to national and local subjects and statistics than the British. The *World Almanac* and *Brooklyn Eagle almanac* add information about New York to the statistics, laws, government officials, etc. of the United States, while the *Chicago Daily news almanac* in like manner is a source of information about Chicago and Illinois. Usually the index in these almanacs is in the front of the book. If there is an index in the back it is likely to be for preceding volumes only.

CHAPTER XIII

DICTIONARIES OF THE ENGLISH LANGUAGE

119. Encyclopedias and dictionaries differ from each other in that one is concerned with the thing which the word represents, while the other is concerned with the word itself. In an encyclopedia the article on irrigation would probably treat of the history of irrigation, various methods of irrigation, and certain definite irrigation projects, whereas in a dictionary the information given would include the spelling and derivation of the word, how it should be pronounced or divided into syllables, and the various meanings it may have or have had in the past. That is to say, while the one aims to cover the whole field of human knowledge, the other simply treats of words—their meaning, derivation, spelling, pronunciation, syllabication, grammatical usage, and so on.

The present day unabridged English language dictionaries often contain much material that is encyclopedic in nature. In addition to the ordinary words of the language they include proper names, foreign words and phrases, slang, colloquialisms, obsolete words, abbreviations and arbitrary signs. They also have rather detailed explanations and elaborate illustrations. The appendices found in such quantities in older dictionaries are almost entirely lacking in the more recently published works, the tendency being to enter the words in their alphabetical place in the body of the work.

Following are listed the more important English language dictionaries:

120. **Webster, Noah.** Webster's new international dictionary of the English language, based on the International dictionary of 1890 and 1900. Springfield, Mass. Merriam, c1913 and 1918.

Main part consists of the usual dictionary material, including also foreign phrases, abbreviations and noted names of fiction. Pages are divided: upper part containing main words of the language; lower part, in smaller type, containing uncommon and obsolete words, foreign phrases, abbreviations, Christian names, noted names in literature, and in general those words which would be looked for less frequently. Appendix contains Pronouncing gazetteer, Pronouncing biographical dictionary, Arbitrary signs used in writing and printing, and a Classified selection of pictorial illustrations. In the Addenda (c1918)—just preceding the main vocabulary—are listed new words including recent war terms. For general literary purposes, perhaps the most useful of the dictionaries.

In the "Reference history edition" is a supplementary section entitled "Reference history of the world" by J. C. Ridpath and H. E. Scudder, revised and enlarged by E. A. Grosvenor.

121. **Funk and Wagnalls new standard** dictionary of the English language. N. Y. Funk, c1913.

All the information, including proper names, is given in one alphabet, with the exception of foreign words and phrases, population statistics, simplified spelling rules, and disputed pronunciation, which are in an appendix. Etymology or derivation is given after the definition. Good for recent scientific and technical words and for reform spelling. The only one of the general dictionaries

listed which includes antonyms as well as synonyms. A rival to *Webster's new international dictionary* in popularity, less conservative, and not as good for obsolete words, though perhaps more quickly consulted for present day meanings. Differs from *Webster's* and the *Century* in the arrangement of definitions in that the common meaning of the word is given first and then the literal or original meaning, while in the other two the order is reversed.

A subscription edition contains an appendix "History of the world day by day."

122. **Century dictionary and cyclopedia.** Rev. and enl. ed. N. Y. Century co. c1911. 12v.

V.1-10, Dictionary; v.11, Cyclopedia of proper names; v.12, Atlas. Supplement in the back of each volume (except v.12) giving new words and phrases, new meanings of old words and extensions of old definitions. An asterisk (*) above a word in the main part refers to information in the supplement. In using this dictionary it should be remembered that it is often necessary to look in two places in each volume. V.11 includes proper names in geography, biography, history, literature, mythology and art with pronunciation and a brief characterization. Useful in identifying a person, place or literary work. Contains much encyclopedic material and is the most comprehensive of the American dictionaries.

123. **Murray, Sir James Augustus Henry,** ed. New English dictionary on historical principles. Oxford, Clarendon press, 1888- v.1-

Not yet completed. Aims to give a history of every word in the English language for the last 800 years.

Scholarly, not for general use. Such common words as "get" and "on" have several pages devoted to them. Consult for the full treatment of derivation, changes in meanings and spellings and for obsolete words. Many quotations illustrating meanings of words in different periods. No illustrations. No indication as to division of words into syllables. Often referred to as the *Oxford dictionary, Murray's dictionary* or the *N.E.D.* (New English Dictionary).

124. Smaller dictionaries for desk use are:

Webster, Noah. Webster's collegiate dictionary. 3d ed. of the Merriam series. Springfield, Mass. Merriam, 1919.

Desk standard dictionary of the English language. New ed. N. Y. Funk, 1919.

Fowler, Henry Watson and Fowler, F. G. Concise Oxford dictionary of current English. Oxford, Clarendon press, 1914.

Winston simplified dictionary. Philadelphia, Winston, c1919.

SYNONYM DICTIONARIES

125. Although synonyms for a word are often given in the language dictionaries, it is sometimes convenient to know where a special treatment of them may be found.

126. **Allen, F. Sturges.** Allen's synonyms and antonyms. N. Y. Harper, c1920.

Words listed and characterized as "affected", "bookish", "formal", "rare", etc.

127. **Crabb, George.** Crabb's English synonymes. Rev. and enl. N. Y. Harper, c1917. (Centennial ed.)

Contains groups of words similar in meaning, followed by a discussion which gives distinctions in meaning. Alphabetical arrangement. Cross references in the body of the work make an index unnecessary. An old work; the first edition published over a hundred years ago.

128. **Fernald, James Champlin.** English synonyms and antonyms. New and enl. ed. N. Y. Funk, 1914.

Similar to Crabb's *English synonyms* but contains antonyms, and more synonyms. Index.

129. **Soule, Richard.** Dictionary of English synonymes. New ed., rev. and enl. by G. H. Howison. Boston, Little, c1891.

A full list of synonyms but no discriminations nor definitions.

130. **March, Francis Andrew and March, F. A. jr.** Thesaurus dictionary of the English language. Philadelphia, Historical publishing co., c1902.

Very long lists of nouns, verbs, adverbs, adjectives and phrases for general ideas. Synonyms and antonyms in parallel columns. No index, but many cross-references. The entry "modern. Not ancient, NOVELTY-ANTIQUITY" means that synonyms for modern will be found under novelty.

131. **Roget, Peter Mark.** Thesaurus of English words and phrases. New ed., rev. by S. R. Roget. N. Y. Longmans, 1916.

Ideas for which synonyms are given arranged by classes, not alphabetically. Very extensive index.

132. **Mawson, Christopher Orlando Sylvester.** Standard thesaurus of English words and phrases. N. Y. The Kelmscott society, c1911.

Based on and arranged similarly to Roget's *Thesaurus*. Also published under the title "Roget's Thesaurus of English words and phrases".

RHYMING DICTIONARIES

133. **Lathrop, Lorin Andrews,** ed. The rhymers' lexicon, comp. and ed. by Andrew Loring [pseud.] London, Routledge, [1905].

134. **Walker, John.** Rhyming dictionary of the English language; rev. and enl. by J. Longmuir. London, Routledge, 1904.

CHAPTER XIV

BIOGRAPHY

135. The reference books limited to biography are collective biographical dictionaries which contain biographies of many people in one book or set of books. The general encyclopedias are useful for biography, and the cyclopedias or dictionaries pertaining to special subjects, e.g. Grove's *Dictionary of music,* frequently include lives of people prominent in their particular fields. Some collections of biography dealing with specific subjects or localities are kept in the book stacks, but they are listed in the card catalog under the subject; e.g. *Scientists,* or *Maine—Biography.* Magazines sometimes contain excellent biographical accounts which are written in a more interesting style than the articles in reference books, and are valuable for supplementing them. The most extensive treatment of a very famous person's life, however, is in the individual biographies kept in the book stacks and found through the card catalog. For the sort of subject heading used for individual biography see section 41.

136. **Thomas, Joseph.** Universal pronouncing dictionary of biography and mythology. New 4th ed. thoroughly rev. Philadelphia, Lippincott, 1915.

A general biographical dictionary containing brief articles on eminent persons, also mythological characters. Pronunciation of names is indicated. Arranged alphabetically. Usually referred to as *Lippincott's Biographical dictionary.*

137. **Dictionary of national biography**; ed. by Leslie Stephen and Sidney Lee. N. Y. Macmillan, 1885-1900. 63v.

————Supplement; ed. by Sidney Lee. N. Y. Macmillan, 1901. 3v.

————Index and epitome; ed. by Sidney Lee. N.Y. Macmillan, 1903.

————Errata. N. Y. Macmillan, 1904.

————Second supplement; ed. by Sir Sidney Lee. N. Y. Macmillan, 1912. 3v.

————Second supplement; index and epitome; ed. by Sir Sidney Lee. N. Y. Macmillan, 1913.

Biographies of famous people of the British Empire who are not living. Long articles signed by initials which are explained in the front of each volume. The bibliographical references at the ends of the articles are an important feature. Alphabetical arrangement. The first supplement contains biographies accidentally omitted from the main part, and biographies of persons who died too late to be included in the main work. The second supplement includes biographies of persons who died between Jan. 22, 1901 and Dec. 31, 1911. One index and epitome to the main part and the first supplement, and another to the second supplement contain concise summaries of the biographies and references to the volumes and pages where the articles in full are given.

138. **Appleton's cyclopaedia of American biography**; ed. by J. G. Wilson and John Fiske. Rev. ed. N. Y. Appleton, 1900. 7v. in 6.

————v.8; ed. by J. E. Homans. N. Y. Press association compilers, 1918.

Biographies of prominent Americans, also foreigners closely connected with American history. Alphabetical arrangement, except when several members of one family are included the arrangement is by priority of birth. A list of the authors of some of the more important articles is in the front of each of the first six volumes. In the back of v.6 is a subject and personal index to v.1-6. Names which are the titles or sub-titles of articles are referred to in this index only when they appear in other articles. V.7, bound with v.6, is a supplement containing biographies of additional persons, a list of pen-names, nicknames, and sobriquets, and an analytical index to v.7. V.8, a supplementary volume including recent names, is not arranged alphabetically but has an index. V.9 has been announced. Many portraits.

139. **National cyclopaedia of American biography.** N. Y. White, 1893-1921. 17v.

————A conspectus of American biography, being an analytical summary of American history and biography, containing also the complete indexes of the National cyclopaedia of American biography (v.1-13). N. Y. White, 1906.

Biographies of distinguished people of the U. S. The arrangement is not alphabetical. A personal index and a topical index to v.1-13 are in the volume called *A conspectus of American biography,* which also contains lists of government officials, editors of magazines and newspapers, pseudonyms, public statues in the U. S., prominent Americans grouped professionally, etc. The supplements, v.14-17, include additional names and indexes. V.14 is also called supplement v.1. A revised edition of v.2 was published in 1921. Numerous portraits.

140. **Who's who**; an annual biographical dictionary 1849-date. London, Black, 1849-date.

Very concise biographical information about prominent living Englishmen and a few well known people of other nations. Post-office address is usually given for each person. Arranged alphabetically. A companion volume is *Who was who,* containing the biographies of persons no longer living, who were formerly listed in *Who's who.*

141. **Who's who in America,** a biographical dictionary of notable living men and women of the United States, 1899/1900-date. Chicago, Marquis, 1899-date.

Published every two years. Very brief biographical facts concerning noteworthy living people of the U. S. Resembles *Who's who* in the kind of information given for each person. Alphabetical arrangement. Beginning with the volume for 1916/1917 the pronunciation of the most difficult surnames is indicated in the front. In a geographical index the names of all persons included in the book are arranged by states and under states by towns.

142. A few of the other books on the "Who's who" principle are as follows:

For localities;

Book of Chicagoans.
Canadian men and women of the time.
Chi è? (For Italians).
Qui êtes-vous? (For Frenchmen).
Wer ist's? (For Germans).
Who's who in New York.

For special classes of persons or professions;

International who's who in music.

Rus.

Who's who in science (international).

Who's who in the theater.

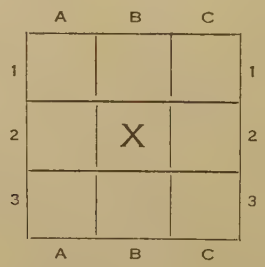
Woman's who's who of America.

Occasionally a Who's who is included in yearbooks and annuals pertaining to special subjects or countries, such as Who's who in China, in the *China year book;* and Who's who in art, in the *American art annual.*

CHAPTER XV

GEOGRAPHY

143. Two important reference books in geography are the gazetteer and the atlas. The former is a geographical dictionary containing in alphabetical order descriptions of the countries, places, mountains, rivers, etc. of the world. The atlas is a volume of maps. The general atlas, containing modern political maps showing the present boundaries of countries, is most frequently used for finding the location of places. If the index is very satisfactory it not only gives the number of the map but also the approximate location of the place on that map by means of letters and figures; e.g. 85B2. Capital letters are placed about two inches apart at the top and bottom, and figures at the left and right of each map, or vice-versa; thus fixing the location of a certain place within a small square, as follows:



85=map number B2=location of place in central square.

Books of travel and guide books which include descriptions of places, and sometimes maps, are entered in

the card catalog under the name of the place; e.g. *Alaska—Description and travel.* Separate maps are entered under subject in the card catalog; e.g. *Chicago—Maps.*

144. **Lippincott's new gazetteer.** A complete pronouncing gazetteer or geographical dictionary of the world . . . ed. by Angelo Heilprin and Louis Heilprin. Philadelphia, Lippincott, c1922.

First edition was published in 1855. Brief descriptions of countries, cities, towns, rivers, mountains, etc. of the world, and pronunciation of the names. Alphabetical arrangement. Statistics of population for the states, counties, cities, etc. of the U. S. according to the 14th census, 1920.

145. **Mill, Hugh Robert,** ed. International geography. N. Y. Appleton, c1899.

Chapters on general geographic subjects as well as on each continent and country by prominent geographic authorities. Many small maps and diagrams. Minute index.

146. **Chisholm, George Goudie.** Handbook of commercial geography. 8th ed. London, Longmans, 1918.

For various commodities such as wheat, potatoes, wool, rice, spices, furs, coal, copper, paper, glass, soap, etc. gives the conditions or history of their production and the localities where the greatest amount of each is produced. Also takes up the various countries and their products. Trade routes of the world are especially treated. Appendix gives statistical tables. Index.

147. **U. S. Superintendent of documents.** Price list. Washington, Government printing office.

No. 35, Geography and explorations.

ATLASES

GENERAL

148. **Century atlas of the world.** Rev. and enl. ed. N. Y. Century, c1911.

Modern political and a few historical maps. Of a more convenient size to handle than many atlases, but with smaller maps. An index to modern maps in the back, which includes population figures; an index to historical ones near the front. Published as v.12 of the *Century dictionary.*

149. **Rand McNally & Co.** Commercial atlas of America. Chicago, Rand, 1922.

An annual publication. Large maps of the states, important cities and outlying possessions of the U. S., the Canadian provinces, Newfoundland, Mexico, Central America, Panama, Bermuda, the West Indies, Cuba, and all the continents. Lists of steamship lines and railroads. On the maps of cities transportation lines, public buildings and depots are designated, but in many cases the streets are unnamed. Consult the alphabetical table of contents to find the page references for the maps. Separate indexes with many of the maps give population figures and other data concerning each place, including names of railroads, electric lines, express companies, etc. indicated by numbers, letters or signs explained on the map itself, at the end of the index, or at the bottom of each index page.

150. ————Commercial atlas of foreign countries. Chicago, Rand, 1921.

An annual companion volume to the *Commercial atlas of America.* Large scale maps of the countries and chief

political divisions of the world outside of the United States of America. Alphabetical table of contents. The general index to the maps includes population statistics as well as brief historical and industrial notes concerning many of the places.

151. **Stieler, Adolf.** Stieler's atlas of modern geography. . . Adapted for the use of the English speaking public by B. V. Darbishire. 9th ed. Gotha, Perthes, 1909.

The first edition of this standard German work was published nearly a century ago. Excellent, detailed modern maps. The explanations of signs, abbreviations, etc. are given on the face of each map in the German language, and on the back of each in four languages, English, Spanish, French, and Italian. The spelling of the place names on each large scale map is that of the country; i.e. names in France are in the French form. A very minute index in which the German forms of names are used; e.g. Italy is under Italien.

152. **Mawson, Christopher Orlando Sylvester.** Doubleday, Page & co's geographical manual and new atlas. Garden city, Doubleday, 1917.

Both a geography and an atlas. Contains, besides modern political maps, excellent maps showing vegetation, economic conditions, physical features, climate, population, communications, commercial languages, the war zones; and for the U. S. automobile routes, parcel post zones, standard time. Alphabetical list of maps near the beginning. Index to the war maps, p. 4-5, 8-9; index to the cities and towns of the U. S., with their population statistics, p.343-80, index to the principal cities and

towns (exclusive of the U. S.), p. 381-85; general index to the text, p. 386-92.

153. **Bartholomew, John George.** Advanced atlas of physical and political geography. London, Oxford university press, 1917.

Maps of volcanoes, earthquakes, altitudes, rainfall and winds, temperature, political divisions, vegetation, commerce, industries, geology, races and density of population. In the front is a list of the maps in the order of their appearance in the book, and an alphabetical list of countries with the numbers of the maps on which they are shown. In the back is a general index of places which refers to countries and not to map numbers, necessitating the use of this index in connection with the alphabetical list of countries in the front. The places are located on the maps by degrees of latitude and longitude, given in the general index.

154. ———— Atlas of economic geography. London, Oxford university press, 1914.

Small general and regional maps, including maps of temperature, rainfall, altitude, vegetation, industries, density of population, languages, trade routes, and commercial products. Explanatory text in the front. List of maps, p. lxv-lxvi. No index.

HISTORICAL

155. For descriptions of the following atlases see sections 172-175.

Shepherd, William Robert. Historical atlas. N. Y. Holt, 1911.

Cambridge modern history. v.14, Atlas. Cambridge, Eng. University press, 1912.

Poole, Reginald Lane. Historical atlas of modern Europe. Oxford, Clarendon press, 1902.

Droysen, Gustav. Allgemeiner historischer hand-atlas. Bielefeld, Velhagen, 1886.

MAPS

156. **U. S. Geological survey.** Topographic sheets. Washington, U. S. Geological survey.

"The Geological survey is making a topographic map of the United States. The sheets of which it is composed are projected without reference to political divisions, and are designated by some prominent town or natural feature found on them... A description of the topographic map is printed on the reverse side of each sheet. Nearly two-fifths of the area of the country, excluding outlying possessions has been mapped, every state being represented. Massachusetts, Connecticut, Rhode Island, New Jersey, and the District of Columbia are completely mapped." *Price list* 53.

157. **U. S. Post office department.** Rural delivery county maps. Washington, U. S. Post office department.

158. **U. S. Superintendent of documents.** Price list. Washington, Government printing office.

No. 53, Maps.

CHAPTER XVI

HISTORY

159. The student of history generally distinguishes two kinds of printed material: primary and secondary. The former, sometimes called simply "Sources," consists of documents of governments concerned with the event in question and writings of people who participated in or witnessed it. These are found not only in the numerous "source books" (collections of such material) but also in annual cyclopedias, periodicals, and newspapers, and through government document indexes (see sections 113-118, 96-100, 376-380) and special bibliographies. Secondary material comprises the publications based upon primary or other secondary sources; i.e. the ordinary textbook, treatise, or encyclopedia article.

For both kinds of material one may look in the card catalog not only for such headings as *France—History—Early period-987*, but also for the names of rulers, statesmen, military leaders, etc. of the period desired. Books on different phases of great wars are entered under the name of the war, if it involves several nations; e.g. *European war—Economic aspects,* or, if it involves only one or two, under the name of each country as one of the period divisions of its history; e.g. *Great Britain —History—Civil war, 1642-49.* To distinguish the primary sources from the other material one should read the author and title on each catalog card carefully and observe the date and place of publication.

In addition to the general encyclopedias, biographical dictionaries, and magazine indexes, the following special reference books are useful in preparing reports and bibliographies on topics in history.

160. **Larned, Josephus Nelson.** History for ready reference from the best historians, biographers and specialists. Springfield, Mass. Nichols, 1895-1910. 7v.

————Companion volume. Springfield, Nichols, 1913.

A cyclopedia of universal history, composed, not of articles written especially for it, but of selections of material quoted from the works of many good authorities, with exact references to the books from which they were taken, followed by short lists of references to other books. A few historical maps. Arranged alphabetically, with the information given usually under the name of the place most concerned, but with many cross references from persons, events, etc. Under place the arrangement is chronological. Constitutions of countries and some states are given in English under the word *Constitution*. V.5 includes a supplement containing translations from German and French works, topics omitted from previous volumes, chronological and genealogical tables. V.6-7, also supplementary, cover the history of 1894-1900 and 1901-1910 and are comprised of extracts from government documents and records of contemporary writers. The Companion volume contains appendices which include genealogical tables of European rulers and great historical families, and a selected bibliography.

161. **Cambridge modern history.** Cambridge, Eng. University press. 1902-12. 14v.

"The general history of Europe and her colonies since the fifteenth century is . . . treated in twelve volumes." *Preface.* Contents: v.1, Renaissance; v.2, Reformation; v.3, The wars of religion; v.4, Thirty years war; v.5, Age of Louis XIV; v.6, Eighteenth century; v.7, United States; v.8, French Revolution; v.9, Napoleon; v.10, Restoration; v.11, Growth of nationality; v.12, The latest age.

All chapters contributed by specialists. Valuable bibliographies included at the ends of volumes. Each volume has a table of contents giving authors and outlines of chapters, and a list of the bibliographies; also an index.

V.13 contains genealogical tables and lists of rulers, presidents, governors, conferences, universities, etc. and a general index to the set.

V.14 is an historical atlas, with maps "designed to illustrate political divisions . . . territorial changes, wars by land or sea, the growth of particular States, the course of religious changes, and the history of colonial expansion." *Preface.* An introduction summarizing the changes made in the map of the world through the period covered describes the maps and is followed by an Index of places mentioned in it. Maps are listed in Table of contents. Index to plates on the maps is at the end of the volume.

New Schaff-Herzog encyclopedia of religious knowledge contains many historical articles, with excellent bibliographies. See section 215.

OUTLINES

162. **Ploetz, Karl Julius.** Ploetz's manual of universal history, from the dawn of civilization to the

outbreak of the great war of 1914, tr. and enl. by W. H. Tillinghast, with additions covering recent events. Boston, Houghton, 1919.

An outline of history, arranged first by period and then by country. Minute index preceded by a Supplement containing an outline of events of the European War, June 28, 1914-Nov. 11, 1918. Genealogical tables embodied in the text.

163 **Putnam, George Palmer,** comp. Tabular views of universal history; a series of chronological tables, presenting, in parallel columns, a record of the more noteworthy events in the history of the world from the earliest times down to the present day, together with an alphabetical index of subjects. . . Reissue, continued to January, 1919; with historical chart, maps, and general tables. N. Y. Putnam, c1919

HISTORICAL NOTEBOOKS

164. These are useful for short explanations of historical allusions, outlines of the history of cities, dates of famous events and inventions, lists of rulers, battles, etc.

Brewer, Ebenezer Cobham. Historic note-book; with an appendix of battles. Philadelphia, Lippincott, 1896.

Little, Charles Eugene. Cyclopedia of classified dates. N. Y. Funk, 1900.

Harper's book of facts, a classified encyclopaedia of the history of the world . . . from 4004 B.C. to 1906 A.D. with . . . references to subjects in . . . science, literature, art, and government, ed. by Charlton T. Lewis. N. Y. Harper, 1906.

Haydn, Joseph Timothy. Haydn's dictionary of dates and universal information relating to all ages and nations, ed. by Benjamin Vincent. 25th ed. N. Y. Putnam, 1911.

SOURCES

165. **Miller, Marion Mills,** ed. Great debates in American history, from the debates in the British Parliament on the colonial stamp act (1764-1765) to the debates in Congress at the close of the Taft administration (1912-1913.) N. Y. Current literature publishing co. c1913. 14v.

The introduction of each volume is by a distinguished statesman or publicist. Extracts from debates and speeches are connected by narrative paragraphs. Illustrated by portraits and reprints of political cartoons. General indexes in v.14: one of subjects and the other of persons. Table of contents in each volume notes favorable and unfavorable speeches.

166. **Annual register,** 1758-date, described in section 115, is especially useful for sources of American history in colonial and revolutionary periods.

167. **Appleton's annual cyclopaedia,** 1861-1902. N. Y. Appleton, c1863-1903.

A record of events of each year with encyclopedic articles on subjects of interest at the time, including biography. Besides original articles, there are President's messages and proclamations, diplomatic correspondence, orders and reports, and important laws. Useful especially for Civil War and Reconstruction periods. Each volume is arranged alphabetically by large subjects with

an index in the back. There is also an index for each of the three series of the set:

Series 1, 15v. 1861-1875; index in separate volume.
" 2, 20v. 1876-1895; index in back of 1895v.
" 3, 7v. 1896-1902; index in back of 1902v.

168. The **New York Times index,** v.1-date. N.Y. New York Times, 1913-date.

Issued quarterly. Minute subject index to current events as recorded in New York Times, giving references to the Times by date of issue, page, and column. Forms an index to dates which may be used in looking up material in other newspapers also.

169. **U. S. Superintendent of documents.** Price list. Washington, Government printing office.

No. 50, American history and biography.

No. 65, Foreign relations: Diplomacy, international law, Mexico, European War.

These lists of documents which the Superintendent of documents has for sale include many references to government sources for United States history.

BIBLIOGRAPHIES

170. Besides the lists of books in the history reference books already described, several excellent special bibliographies for history are described in the chapter on Bibliography.

ATLASES

171. A few historical maps are included in some general atlases, in general encyclopedias, and in histories and historical reference books; e.g. *Century atlas,* Charles

Downer Hazen, *Modern European History,* and Larned, *History for Ready Reference.* There are, in addition, however, several good atlases made especially for use in studying history. In these the maps are generally arranged chronologically according to the period they illustrate and are found through the table of contents. The index of places in an historical atlas is not as a rule of so much importance to the student as the index in an ordinary atlas.

172. **Shepherd, William Robert.** Historical atlas. N. Y. Holt, 1911.

Small maps covering history from 1450 B.C. to the 20th century. Especially good for war campaigns, treaty adjustments, development of commerce, racial and religious distribution of peoples. Contents and index.

173. **Poole, Reginald Lane,** ed. Historical atlas of modern Europe from the decline of the Roman empire; comprising also maps of parts of Asia, Africa, and the New world, connected with European history. Oxford, Clarendon press, 1902.

Larger maps than in most of the historical atlases, with valuable explanatory text by various authorities. More maps of the British Isles than of any other one country.

174. **Cambridge modern history.** v.14, Atlas. See section 161.

175. **Droysen, Gustav.** Allgemeiner historischer handatlas. Bielefeld, Velhagen, 1886.

One of the standard historical atlases, but difficult to use without a knowledge of German.

CLASSICAL ANTIQUITIES

176. **Peck, Harry Thurston,** ed. Harper's dictionary of classical literature and antiquities. [Ed. 2.] N. Y. American book co. c1896.

Best popular cyclopedia of Greek and Roman history, geography, antiquities, biography, literature, and mythology. Short articles with selected bibliographies. Alphabetical arrangement usually under Latin title, with cross reference from the English equivalent. Many illustrations and a few maps. Appendix contains a few additional articles and Tables of Greek and Roman weights and measures.

177. **Smith, Sir William.** A dictionary of Greek and Roman antiquities. Ed. by William Smith, William Wayte, G. E. Marindin. 3d ed. rev. and enl. London, Murray, 1890-91. 2v.

First edition, published in 1842, has been thoroughly revised. More than fifty writers who contributed to the work are listed at the beginnings of the volumes. Articles signed by initials. More detailed than Harper, but no articles on persons or places. At the end of v.2 are Tables of measures, weights and money, Greek, Latin and English indexes and an appendix of supplementary material.

178. ————Dictionary of Greek and Roman biography and mythology. London, Taylor, 1844-49.

Includes biographies of "all persons of any importance which occur in the Greek and Roman writers, from the earliest times down to the extinction of the Western Empire in...476...and...of the Eastern Empire by the capture of Constantinople by the Turks in...1453."

Preface. Christian writers as well as classical. Articles signed by initials. Illustrations are reproductions of coins showing the heads of famous persons. Chronological tables and lists of kings in the back of v.3; also list of genealogical tables with references to the volumes and pages where they may be found.

179. **Whibley, Leonard.** A companion to Greek studies. 3d ed. rev. Cambridge, Eng. University press, 1913.

Sandys, Sir John Edwin. A companion to Latin studies. 2d ed. Cambridge, Eng. University press, 1913.

Chapters by different authorities on Greek or Roman geography, history, literature, art, mythology, and public and private life, etc. Bibliographies are for guidance of students. Illustrated. Good to use when information is desired on broad subjects, which the classical *dictionaries* distribute alphabetically under various specific terms. Detailed table of contents and four indexes in each book: 1, Persons, deities and races; 2, Places; 3, Scholars and modern writers; 4, Greek (or Latin) words and phrases.

ENGLAND

180. **Low, Sidney James and Pulling, F. S.** Dictionary of English history. London, Cassell, 1911.

Concise articles on English history and institutions, including biographies of historical personages. Some articles signed by initials and followed by bibliographies. Arranged alphabetically by broad subjects. Minute index. Translation of Magna Carta follows the Prefaces. A few portraits.

181. *Annual register,* described in section 115, should be consulted, especially for source material in the 18th to 20th centuries.

UNITED STATES

182. **Harper's encyclopaedia of United States history** from 458 A.D. to 1912. New ed. rev. and enl. N. Y. Harper, c1912. 10v.

Popular cyclopedia of the subject. A special feature is the source material contained; viz. extracts from journals and reprints of documents, treaties, orations and presidential messages and proclamations. Includes biographical articles. Authors of some articles mentioned in editor's introduction to the article. Arranged alphabetically. Many illustrations and small maps.

183. **Hodge, Frederick Webb,** ed. Handbook of American Indians north of Mexico. Washington, Government printing office, 1907-10. 2v. (U. S. Bureau of American ethnology. Bulletin 30.)

Treats of history, archaeology, customs, arts, industries, and institutions of Indians north of Mexico, including Eskimo and also allied Mexican Indians. Description of every stock, confederacy, tribe or tribal division, with the origin of every name treated and a list of its synonyms. Brief biographies of noted Indians. Arranged alphabetically. Illustrated.

184. For source material on United States history consult Miller, *Debates, Appleton's annual cyclopaedia* and *Annual register.*

Publications of American historical societies are frequently of value. For an index to them, see Griffin, *Bibliography of American historical societies* (section 386.)

CHAPTER XVII

SOCIOLOGY

185. The books listed in this chapter under the heading of "sociology" are taken from the fields of political science, law, economics, statistics and customs. Referring back to the chapter on Encyclopedias, it will be seen that annual cyclopedias and almanacs also include lists of government officials, digests of state and federal laws on certain subjects, such as child labor, and texts of important laws.

186. **Statesman's year-book,** 1864-date. London, Macmillan, 1864-date.

Following introductory tables of comparative statistics and a few maps of current interest are concise descriptions and statistics of the governments, industries, and resources of the countries of the world. British empire is given first, followed by the United States and then by the other countries in alphabetical order. Bibliography of official publications and other books for each country. Full index.

187. **Cyclopedia of American government,** ed. by A. C. McLaughlin and A. B. Hart. N. Y. Appleton, 1914. 3v.

Articles on the theory and principles of government and constitutional law as well as actual forms of American government and politics, national, state, and local. Treats some aspects of foreign states which are especially interesting to American readers. Many small topics, ex-

planations of such allusions as "Kitchen Cabinet." Longer articles are usually signed, sometimes only by initials explained in the front of v.1. Selected bibliographies. Arranged alphabetically, with many cross references. Analytical index in v.3, which is useful in finding everything in the cyclopedia on a subject.

188. **Lalor, John Joseph,** ed. Cyclopaedia of political science, political economy and of the political history of the United States. Chicago, Rand, 1882-84. 3v.

Not recent, but useful for political history. Articles are usually long, written by specialists, and frequently have bibliographies. Alphabetical arrangement by broad subjects.

189. **Palgrave, Sir Robert Harry Inglis,** ed. Dictionary of political economy. London, Macmillan, 1894-1910. 3v.

Historical and theoretical articles on economic subjects, including foreign as well as British phases. Signed by initials of contributors, whose names are given at the end of each volume. Arranged alphabetically. Appendix in v.3 contains developments in economics since first publication of the work. Index to Appendix follows Index to main part.

190. **Bliss, William Dwight Porter and Binder, R. M.** ed. New encyclopedia of social reform. New ed. N. Y. Funk, 1908.

For the general reader and student. Includes historical, biographical and statistical material as well as argumentative articles both favoring and opposing reforms in political, economic and social conditions. Most of the longer articles are signed. Selected bibliographies.

Alphabetical arrangement. Cross-references to other articles in the book are generally put at the first of the article. Index includes both authors and subjects of the articles.

191. **American year book,** a record of events and progress, 1910-1919. N. Y. Appleton, 1911-1920.

For ten years a very useful annual review of American events and progress in various lines. Although having ceased publication with the 1919 volume, it is no longer valuable as an annual encyclopedia in providing material supplementary to general encyclopedias, it is still a useful reference book for topics in sociology on account of its special information year by year in politics, government, and legislation.

Authors' names are given for most of the articles. The earlier volumes contain bibliographies. Statistics are included. "Arranged in thirty-one departments, in which are grouped articles on related subjects." *Preface.* Full table of contents and minute index in each volume.

192. **Public affairs information service.** Bulletin, v.1-date. N. Y. Public affairs information service, 1915-date.

Published weekly, with bi-monthly and annual cumulations. Indexes books, society publications, government documents, and periodicals for subjects in political science, economics, commerce, and finance. Lists bibliographies and trade directories.

193. **Wilson, H. W.** *firm, publishers.* Debaters' handbook series; Abridged debaters' handbook series; Handbook series; University debaters' annuals.

About sixty small volumes on different subjects of current interest in economics, sociology or political science. The three series first listed contain extracts from books, magazines, and pamphlets, with good bibliographies of the subjects. The first two series also contain briefs. The last mentioned series gives the texts of actual debates, with briefs and bibliographies.

194. Much descriptive and statistical material is given in the following year books, of which the British are official publications of the governments of the respective colonies.

Australia official year book
Canada year book
Indian year book
Newfoundland year book
New South Wales official year book
New Zealand official year book
South African year book
Victorian year book
Argentine year book
China year book
French year book
Japan year book
Mexican year book
Russian year book
South American year book

195. **U. S. Superintendent of documents.** Price list. Washington, Government printing office.

The following lists include titles of government documents, which may be procured for comparatively low prices, on many subjects of political science, economics and sociology:

No. 10, Laws: Federal, state, and international.

No. 20, Public domain, public lands, conservation, railroad land grants, etc.

No. 28, Finance: Banking, postal savings, coinage, liberty loans.

No. 32, Insular possessions and Cuba.

No. 33, Labor: Child labor, cost of living, reconstruction, employers' liability, insurance, wages, women wage earners, strikes.

No. 37, Tariff and taxation.

No. 54, Political science: Prohibition, District of Columbia, woman suffrage, elections.

No. 60, Alaska.

No. 61, Panama Canal: Canal zone, Republic of Panama, Columbia treaty, Nicaragua.

No. 67, Immigration: Alien enlistment, Chinese, Japanese, Negroes, citizenship, naturalization, and illiteracy.

OFFICIAL DIRECTORIES

196. **U. S. Congress.** Official Congressional directory. Washington, Government printing office.

Two or three editions for each session of Congress. Biographical sketches of members of Congress, the President and his Cabinet, and the Supreme Court. Lists of members of Congressional committees and commissions, the judiciary, and the diplomatic and consular service between the United States and foreign countries, and press representatives in Congress. Official duties and personnel of the executive departments and their bureaus and of miscellaneous federal commissions and boards. Description, plan, and directory of the Capitol building. Alphabetical "Contents" in front of volume. Alphabetical list of members of Congress, with their addresses, near the back, followed by maps of Congressional districts. "Individual Index" at the end is an alphabetical list of names and addresses of all other persons mentioned in the book.

197. Many states also issue directories or manuals corresponding to the Congressional directory, with varying titles such as *manual, directory, blue book, red book, year book,* etc. They usually contain the state constitution, lists and biographical sketches of members of legislature and executive departments, duties of departments, and census and electoral statistics. Sometimes they include also information of a more general nature concerning the state, its history, resources, industries, institutions and politics. They may be illustrated by portraits, maps and other pictures.

CONSTITUTIONS AND LAWS

198. **Dodd, Walter Fairleigh,** ed. Modern constitutions; a collection of the fundamental laws of twenty-two of the most important countries of the world, with historical and bibliographical notes. Chicago, Univ. of Chicago press, 1909. 2v.

Translations, arranged alphabetically by country. Good analytical index.

199. **Wright, Herbert Francis,** ed. The constitutions of the states at war, 1914-1918. Washington, Government printing office, 1919.

More up-to-date than the above. Includes about the same number of countries, but selected on a different basis, so that more of the lesser countries appear, with omission of the important countries which remained neutral.

200 **Kettleborough, Charles,** ed. The state constitutions and the federal constitution and organic laws

of the territories and other colonial dependencies of the United States of America. Indianapolis, Bowen, 1918.

Arrangement: United States, followed first by the states and second by the dependencies, alphabetically. Index is really a table of contents of the constitutions.

201. **U. S. Laws, statutes, etc.** U. S. compiled statutes, 1918. St. Paul, West publishing co. 1918.

————1919 supplement. St. Paul, West publishing co. 1919.

Often referred to as Mallory's Statutes. A compact edition of U. S. statutes of a general and permanent nature in force July 16, 1918. Includes Declaration of Independence, Articles of Confederation, Northwest Territorial Government Act, and the Constitution, a chronological table of laws, and an alphabetical list of the popular names of acts. General index. Supplement contains statutes passed from June 14, 1918 to March 4, 1919.

202. Similar compilations of general laws in force are published for each state under the varying titles of *Compiled, Revised,* or *Annotated Code, Statutes,* or *Laws.* Some are authorized by the state, while others, like *U.S. compiled statutes,* are issued unofficially.

203. **U. S. Congress.** Congressional record. Washington, Government printing office.

Daily record of the debates and proceedings of Congress. Index issued every two weeks. Bound volumes issued at end of session, with index covering whole session. Numerical list of bills at the end of each index gives page references in the Record, by which passage of the bills through Congress may be traced.

STATISTICS

204. Great care must be taken in trying to prove any point by statistics, first, that they are accurate, and second, that in comparing statistics they shall be based on like conditions. It is often difficult, if not impossible, to find in print as recent statistics as are desired. Almanacs usually give the most recent statistics, but they are not always reliable. Government bureaus may be expected to publish the most accurate statistics, but their figures are very frequently a year or more old before they are published. Certain statistical reference books are based on official returns and they are listed below with some of the government statistical reports of a general nature. The *Statesman's year-book,* is also very often referred to for statistics connected with particular countries.

205. **Mulhall, Michael George.** Dictionary of statistics. 4th ed. rev. to November 1898. London, Routledge, 1903.

Comparative tables of statistics of all countries, in two parts: "the first comprising all known statistical data from the time of the Emperor Diocletian down to the year 1890, the second embracing so far the final decade of the century." *Preface, Feb. 2,* 1899. Each part is arranged alphabetically by subjects. Minute index.

206. **Webb, Augustus Duncan.** The new dictionary of statistics. London, Routledge, 1911.

Supplementary to Mulhall, which it resembles in arrangement. Preface is well worth reading before attempting to use any statistics.

UNITED STATES

207. **U. S. Bureau of foreign and domestic commerce.** Statistical abstract of the United States, 1878-date. Washington, Government printing office, 1879-date.

Comparative statistical tables for varying numbers of years of the population, resources, commerce, social and economic conditions of the United States. A few statistics for foreign countries. Source of each table usually given. Detailed table of contents and minute index.

208. **U. S. Bureau of the census.** Census of the United States. Washington, Government printing office.

Compiled and published every ten years since 1790. Statistics and monographs on population, industries, and resources of the United States.

As it usually takes a year or two to prepare the returns from a Census for publishing in a permanent form, the Bureau issues certain parts of the statistics in the form of bulletins; a separate one for each of the main subjects: agriculture, manufactures, mines and quarries, and population, for each state, with a few summaries for the country.

The last Census completely published was the Thirteenth, taken in 1910 and published in 1913 in 11v. Contents: v.1-3, Population; v.4, Occupation; v.5-7, Agriculture; v-8-10, Manufactures; v.11, Mines and quarries. Includes many charts, diagrams, maps, etc. Complete Tables of contents in each volume, but no index.

The **Abstract of the Thirteenth census** "presents condensed statistics for the United States as a whole... It is issued in 53 editions—one without supplement, and each of the others including a supplement for some one state," (or dependency) which "contains full and detailed

statistics for the state and its counties". *U. S. Census bureau. Circular of information.* 1917, p. 106.

The **Statistical atlas of the United States,** 1914, illustrates by means of charts, maps, and diagrams the statistics of population, agriculture, manufactures, etc. which are given in the Thirteenth census reports. Index to illustrations as well as Table of contents.

CUSTOMS

209. In addition to the special books noted below, handbooks of general information (see chapter on Literature) may be consulted for the customs of certain holidays and seasons and the legends connected with famous people. Books of travel furnish material on national customs and may be found through the card catalog by looking under the name of the country with subheadings *Description and travel* and *Manners and customs.* Dictionaries of classical antiquities should be consulted for the ancient Greeks and Romans (see sections 176-79).

210. **Walsh, William Shepard.** Curiosities of popular customs and of rites, ceremonies, observances, and miscellaneous antiquities. Philadelphia, Lippincott, c1897.

Compiled largely from older books, but containing also American and Oriental customs not usually found in the English books of this nature. Lives and legends of saints included. Arranged alphabetically. A few illustrations.

211. **Chambers, Robert,** ed. The book of days, a miscellany of popular antiquities in connection with the calendar. London, Chambers, 1869. 2v.

A great variety of information, including biographical and historical anecdotes, arranged in the order of the days of the year. Events and traditions connected with special days may be found under the day. For other information it is necessary to use the index in v.2.

212. **Brand, John.** Observations on the popular antiquities of Great Britain; rev. and enl. by Sir Henry Ellis. London, Bell, 1888-95. 3v.

First prepared in 1795. First volume contains customs and ceremonies connected with special days; the second, those connected with special occasions; and the third, omens and superstitions. General index to specific subjects in v.3.

213. **Hazlitt, William Carew.** Faiths and folklore; a dictionary of national beliefs, superstitions and popular customs... forming a new ed. of the Popular antiquities of Great Britain by Brand and Ellis. London, Reeves, 1905. 2v.

A later edition of Brand and similar to it in scope, but arranged alphabetically.

CHAPTER XVIII

RELIGION

214. **Encyclopaedia of religion and ethics,** ed. by James Hastings, with the assistance of J. A. Selbie, and other scholars. N. Y. Scribner, 1908-22. 12v.

"The Encyclopaedia will contain articles on all religions of the world and on all the great systems of ethics. It will aim, further, at containing articles on every religious belief or custom, and on every ethical movement, every philosophical idea, every moral practice. Such persons and places as are famous in the history of religion and morals will be included." *Preface, v.*1. "Much attention is given to social topics which have an ethical or religious aspect." *Preface, v.2.* Signed articles with bibliographies. Arranged alphabetically.

215. **Schaff, Philip.** The new Schaff-Herzog encyclopedia of religious knowledge. S. M. Jackson, editor-in-chief. N. Y. Funk, c1908-14. 13v.

Includes religious biographies and articles on religions, sects, theology, church history, etc. Most of the articles are signed and have bibliographies. Alphabetical arrangement. V.13 contains a general index to the set which is useful for finding all the important references on a subject.

216. **Bible.** Riverside parallel Bible . . . being the version set forth A.D. 1611, commonly called King James's version; arranged in parallel columns with the revised versions of 1881 and 1885. Boston, Houghton, n.d.

217. **Hastings, James,** ed. Dictionary of the Bible. N. Y. Scribner, c1898-1904. 5v.

Signed articles on persons, places, antiquities, archaeology, theology, contents, and literature of the Bible; brief bibliographies. The arrangement in v.1-4 is alphabetical. V.5 is an "extra" volume, containing articles not alphabetically arranged and indexes to the entire set. An alphabetical list of articles included in the "extra" volume is in the front.

218. **Young, Robert.** Analytical concordance to the Bible. 22d American ed. rev. throughout by W. B. Stevenson. N. Y. Funk, 1919.

An alphabetical index of the principal words used in the Bible, with exact references to the passages in which each word is found.

219. **Julian, John,** ed. Dictionary of hymnology. Rev. ed. with new supplement. London, Murray, 1907.

Articles on hymn writers, the origin and history of Christian hymns, and various phases of hymnology signed by initials and arranged alphabetically. In the back are indexes to the main part, to the appendices, and to the supplement by first lines of hymns in English and other languages, and by names of authors, translators, etc.

220. **Catholic encyclopedia;** an international work of reference on the constitution, doctrine, discipline and history of the Catholic church. N.Y. R. Appleton, c1907-14. 16v. V.16 published by the Encyclopedia press.

"It differs from the general encyclopedia in omitting facts and information which have no relation to the Church. On the other hand, it is not exclusively a church

encyclopedia, nor is it limited to the ecclesiastical sciences and the doings of the churchmen. It records all that Catholics have done, not only in behalf of charity and morals, but also for the intellectual and artistic development of mankind." *Preface.* Signed articles arranged alphabetically; bibliographies. V.16 contains additional articles and an analytical index to the complete work. Illustrated.

221. **Jewish encyclopedia** . . . prepared under the direction of Cyrus Adler . . . [and others]. Isidore Singer, managing editor. N. Y. Funk, 1901-1906. 12v.

"It endeavors to give . . . a full and accurate account of the history and literature, the social and intellectual life, of the Jewish people—of their ethical and religious views, their customs, rites, and traditions in all ages and in all lands. It also offers detailed biographical information concerning representatives of the Jewish race who have achieved distinction in any of the walks of life." *Preface.* The articles are signed by initials and arranged in alphabetical order. Bibliographies and illustrations.

CHAPTER XIX

LITERATURE

222. In the field of literature there are many excellent works of reference, the most generally used of which are listed below. Often, however, information can be more quickly or satisfactorily secured from other books in the Reference collection, such as general encyclopedias, biographical dictionaries, and periodical indexes, or from books in the stacks, such as histories of literature, books on the various forms of literature, biographical and critical material about an author, and the texts of his works. (See section 40-44 for headings used in the catalog for such material.)

223. **Cambridge history of English literature,** ed. by A. W. Ward and A. R. Waller. N. Y. Putnam, 1907-17. 14v.

Separate chapters by specialists. Full bibliographies arranged by chapters at the end of each volume. No general index.

224. **Cambridge history of American literature,** ed. by William Peterfield Trent, John Erskine, Stuart P. Sherman, Carl Van Doren. N. Y. Putnam, 1917-21. 4v.

Similar in plan and arrangement to the *Cambridge history of English literature.* v.3 and 4 paged continuously with the bibliographies and a single index in v.4.

COLLECTIONS AND DICTIONARIES

GENERAL

225. **Warner, Charles Dudley,** ed. Library of the world's best literature, ancient and modern. N. Y. Hill, c1902. 46v.

Consists mainly of selections from the writings of the more important authors of all countries and all times. Good biographical and critical discussions precede the selections from each author. Arrangement is alphabetical by author discussed. In some cases, when the name of the author is unknown or would have no special significance, the material is grouped under nationality, period, or special topic; for example, Egyptian literature, Anglo-Saxon literature, folksong, Arabian nights, etc. Special volumes: Songs, hymns, and lyrics; Dictionary of authors, Synopses of noted books, Guide to systematic reading. Illustrated by portraits of authors discussed.

In a revised and enlarged edition *"World's best literature"* (Editors, J. W. Cunliffe and A. H. Thorndike. N. Y. Knickerbocker press for the Warner library co., 1917. 30v.) some new names have been added and the treatment of some authors such as Roosevelt and Mark Twain extended when their work since the publication of the first edition makes their treatment inadequate.

226. **Stedman, Edmund Clarence and Hutchinson, E. M.,** ed. Library of American literature. N. Y. Webster, c1887-90. 11v.

Extracts from the writings of Americans from the beginning of the colonial period to 1888. Broad in scope, including much material which illustrates the political or social life of the nation, but which is not

literature in the usual sense. No criticism. Arrangement is chronological. Brief biographies of all authors represented in the work are given in v.11. General index in v.11 is by author, subject, or form of literature, sermons being indexed under Theology, letters under Correspondence, poems under Poetry, stories under Fiction, etc. Illustrated with portraits.

227. **Chambers, Robert.** Chambers's cyclopaedia of English literature. New ed. by David Patrick. Philadelphia, Lippincott, 1902-04. 3v.

Gives biographies and selections from typical writings of the most important English authors. Also, two sections entitled "English literature in the British dominions beyond the seas" and "American literature." Arranged chronologically. A general index in v.3.

ANTHOLOGIES

228. **Carman, Bliss,** ed. World's best poetry. Philadelphia, Morris, c1904. 10v.

An anthology arranged by broad subjects, as Home, Friendship, Love, Sorrow and consolation, National spirit, Tragedy, Humor, Nature, etc. Essays at the front of each volume on subjects relating to poetry. Portraits and other illustrations. V.10 is a dictionary of quotations but also contains general indexes to the whole work under authors, titles and first lines.

229. **Ward, Thomas Humphry,** ed. English poets. N. Y. Macmillan, 1908-18. 5v.

A chronological arrangement. Brief biographical sketches and good critical essays by authorities precede

the selections from each author. No American poets are included. Index of poets and of critics in v.5.

230. **Bryant, William Cullen,** ed. New library of poetry and song. Rev. and enl. N. Y. Fords, c1900.

A collection of poems, English or American with a few translations, arranged by large subjects. Index of authors in the front of the book, and an index of titles, of first lines, and of poetical quotations in the back of the book.

231. **Stevenson, Burton Egbert,** ed. Home book of verse, American and English, 1580-1918, with an appendix containing a few well known poems in other languages. 3d ed. rev. and enl. N. Y. Holt, 1918.

Especially valuable in including work of modern poets. Arranged by broad subjects with an index under authors, first lines and titles.

232. **Stedman, Edmund Clarence,** ed. American anthology, 1787-1900. Boston, Houghton, 1901.

A collection of poems arranged by period. Short biographies of the poets represented, including the titles of their leading works, are given at the back of the book. Index of first lines, titles and poets.

233. ————Victorian anthology, 1837-1895. Boston, Houghton, c1895.

A selection from British poetry written during the reign of Queen Victoria. Arranged in broad chronological divisions with the work of colonial poets in a separate division. Under each period poems are arranged according to their type. Brief biographical notes of poets represented are included in the back of the book. Index of first lines, titles and poets.

ORATIONS

234. **Reed, Thomas Brackett,** ed. Modern eloquence. Philadelphia, Morris, 1901-03. 15v.

V.1-10 are limited to speeches delivered during the last century. V.1-3, After-dinner speeches; v.4-6, Lectures; v.7-9, Occasional addresses; v.10, Anecdotes, arranged by classes. V.11-15, Political oratory, from all periods. Brief introductions before each speech give the circumstances which occasioned it. General index to v.1-10 in v.10; to v.11-15 in v.15.

235. **Brewer, David Josiah,** ed. World's best orations. St. Louis, Kaiser, 1900. 10v.

Includes in full selected speeches of the world's greatest orators from the earliest period to modern times and extracts from speeches of others of less importance. Alphabetically arranged by names of orators. A general index in v.10 for authors, subjects and titles; also a number of special indexes.

ESSAYS

236. **Brewer, David Josiah,** ed. World's best essays. St. Louis, Kaiser, 1900. 10v.

General plan corresponds to that used in his *World's best orations*. Indexes are in v.10.

COLLECTIONS OF LITERARY CRITICISM

237. **Allibone, Samuel Austin.** Critical dictionary of English literature and British and American authors. Philadelphia, Lippincott, c1854-71. 3v.

——— ———Supplement, by J. F. Kirk. Philadelphia, Lippincott, c1891. 2v.

Includes a great many names, and gives under each a short biographical sketch, full list of works, and references—with extracts in some cases—to criticisms published in books and periodicals. The supplementary volumes bring the work down to 1888. Some of the later authors are included both in the main work and in the supplement. Arrangement is alphabetical by author.

238. **Moulton, Charles Wells,** ed. Library of literary criticism of English and American authors. Buffalo, Moulton pub. co., 1901-05. 8v.

Similar to Allibone in scope and purpose. Fewer authors are included, but more criticisms are given under each. Arrangement is chronological. For each author, there is given brief biographical information, comment on the personality of the author, criticisms of the separate works in the order of their publication, followed by criticisms of his work in general. The first of the two indexes in v.8 is of the authors criticized; the second, of the authors of the criticisms.

HANDBOOKS

239. Handbooks of general information are useful in identifying literary, biographical or mythological allusions, and in finding a brief statement of plots or legends. There are a great number of these books, many of them covering much the same field, but no two duplicating each other. The arrangement is usually alphabetical and the title often shows the scope of the particular work.

240. **Brewer, Ebenezer Cobham.** Reader's handbook of famous names in fiction, allusions, references,

proverbs, plots, stories and poems. New ed., rev. and enl. Philadelphia, Lippincott, c1898.

One of the most satisfactory of the handbooks.

241. **Brewer, Ebenezer Cobham.** Dictionary of phrase and fable. New ed. enl. Philadelphia, Lippincott, c1896.

Similar to *Reader's handbook,* but includes rather smaller subjects and explanations of phrases.

242. **Century cyclopedia of names**; a pronouncing and etymological dictionary. Rev. and enl. ed. N. Y. Century, c1911.

(For description of this volume see note on *Century dictionary,* section 122).

243. Walsh, William Shepard. Heroes and heroines of fiction; classical, mediaeval, legendary. Philadelphia, Lippincott, c1915.

————Heroes and heroines of fiction; modern prose and poetry. Philadelphia, Lippincott, c1914.

————Handy-book of literary curiosities. Philadelphia, Lippincott, 1893.

Edwards, Eliezer. Words, facts, and phrases. Philadelphia, Lippincott, pref. 1881.

Frey, Albert Romer. Sobriquets and nicknames. Boston, Houghton, 1895.

Phyfe, William Henry Pinkney. Five thousand facts and fancies. N. Y. Putnam, 1901.

Reddall, Henry Frederic. Fact, fancy and fable. Chicago, McClurg, c1889.

Spence, Lewis. Dictionary of medieval romance and romance writers. London, Routledge, [1913].

Thorne, Robert. Fugitive facts; a dictionary of rare and curious information. N. Y. Burt, c1889.

Wheeler, William Adolphus. Explanatory and pronouncing dictionary of the noted names of fiction, including also, familiar pseudonyms, surnames bestowed on eminent men, and analogous popular appellations often referred to in literature and conversation. 23d ed. Boston, Houghton, 1894.

————Who wrote it? An index to the authorship of the more noted works in ancient and modern literature; ed. by C. G. Wheeler. Boston, Lee, c1881.

CHAPTER XX

LITERATURE (Continued)
QUOTATIONS

244. Collections of quotations are useful in finding quotations on a certain subject or appropriate to a certain occasion, the source of a particular quotation, the correct form of a quotation, or the lines of an author that are most often quoted.

245. **Bartlett, John.** Familiar quotations. 10th ed., rev. and enl. by N. H. Dole. Boston, Little, 1914.

Quotations from prose and poetry from the earliest times down to the present. Gives exact reference to author and work from which the quotation is taken. Arrangement is chronological under English and American authors with supplementary pages giving miscellaneous and translated quotations. Index of authors in the front and index by important words of the quotation in the back. One of the most complete, accurate, and satisfactory of the collections.

246. **Hoyt, Jehiel Keeler.** Cyclopedia of practical quotations, English, Latin, and modern foreign languages. New ed., rev., corrected and enl. N. Y. Funk, c1896.

Arranged alphabetically by subjects, and under each subject alphabetically by author. Main part of the work devoted to quotations in English. Special sections give quotations from foreign languages with English translation. Topical index and list of authors quoted. Indexes English and foreign language quotations giving reference

not only to the page but also to the exact position on the page where a quotation will be found. Most useful collection for quotations by subjects.

247. **Walsh, William Shepard.** International encyclopedia of prose and poetical quotations from the literature of the world. Philadelphia, Winston, c1908.

Arranged in one alphabet by subject. An index of topics with cross references, and a list of authors quoted, is given at the beginning of the book; an index of important words at the end.

248. **Allibone, Samuel Austin.** Poetical quotations from Chaucer to Tennyson. Philadelphia, Lippincott, c1873.

Only English quotations are included. Arranged alphabetically by subject. Indexed by authors, subjects, and first lines.

249. ———Prose quotations from Socrates to Macaulay. Philadelphia, Lippincott, c1875.

Brief quotations from the prose literature of the world. Arranged alphabetically by subject. Index of authors and subjects.

250. **Bent, Samuel Arthur.** Familiar short sayings of great men; with historical and explanatory notes. Rev. and enl. ed. Boston, Houghton, c1887.

Contains only oral utterances with the exception of some passages from letters, journals, proclamations, and addresses. Arranged alphabetically by author quoted. Index of sayings.

251. **Day, Edward Parsons.** Day's collacon; an encyclopaedia of prose quotations. London, Low, 1883?

Prose quotations arranged alphabetically by subjects. No index to quotations, but an index to subjects in the front of the book and a biographical index of authors.

252. **Swan, Helena.** Dictionary of contemporary quotations (English). London, Sonnenschein, 1904.

"Roughly speaking, the poems from which these quotations are taken date from after 1850." *Preface.* Subject arrangement. Author index.

253. **Christy, Robert.** Proverbs, maxims, and phrases of all ages. N. Y. Putnam, c1887. 2v.

Arrangement alphabetical by subject. Index of subjects in v.2.

254. **Hazlitt, William Carew.** English proverbs and proverbial phrases. London, Reeves, 1907.

255. **Edmund, Peggy and Williams, H. W.** Toaster's handbook; jokes, stories and quotations. White Plains, N. Y., Wilson, 1914.

Aims to assist the toast writer by supplying him with a story, definition or verse (for the most part humorous). Arranged alphabetically by subject. A second collection, *More toasts,* by Marion Dix Mosher, on the same plan but with entirely new selections, is being published.

256. Concordances to the Bible (see section 218) afford the best means of identifying Biblical quotations. Special author concordances, when available, furnish more complete treatment of their authors than books of general quotations can give; e.g. John Bartlett's *Concordance to Shakespeare,* and similar publications for Burns, Cowper, Keats, Shelley, Tennyson, Wordsworth, and so

on. There are also special author dictionaries that are useful in identifying references to the characters, places, etc., mentioned in an author's works.

INDEXES TO GENERAL LITERATURE

257. The **"A. L. A." index**; an index to general literature. 2d ed. enl. and brought down to January 1, 1900. Boston, American library association, c1901.

————supplement, 1900-10. Chicago, American library association publishing board, 1914.

A subject index to books of essays and travel, society and government publications, and volumes of a miscellaneous content that are most commonly found in the libraries of this country and that are especially useful for reference work. Information given: author and brief title of book, volume and page. An alphabetical author list of the books indexed is in the back of the main work and in the front of the supplement.

258. **Baker, Ernest Albert.** Guide to the best fiction in English. New ed. enl. and rev. London, Routledge, 1913.

A selected list of the best English and American fiction and the best foreign fiction translated into English (a few titles had not been translated) with brief note as to the contents and style of each book. Arranged according to the nationality of the author and then, under periods, alphabetically by author. Index is by authors, titles, subjects, characters, localities, and historical names and allusions.

259. ————Guide to historical fiction. London, Routledge, 1914.

A list of about 5,000 novels in English which in any way picture the life of the past. Brief note as to scene, plot, characters, and so on, of each novel. Arranged first by the country furnishing the setting of the novel and then chronologically by historical period. Index of authors, titles, subjects, historical characters, places, events, etc. Standard work in the field.

260. **Firkins, Ina Ten Eyck.** Index to short stories. White Plains, N. Y. Wilson, 1915.

Refers to stories by the more important English and American authors and by a few foreign authors whose stories have been translated into English. Indexes stories published in collected editions and in separate volumes of an author's works, in periodicals, and in collections of literature. Arranged alphabetically by author and title, with the author's name in heavy type. References to the books and magazines in which the story may be found are given only under the author's name.

261. **Granger, Edith,** ed. Index to poetry and recitations. Rev. and enl. ed. Chicago, McClurg, 1918.

Indexes "four hundred and fifty volumes, comprising standard and popular collections of poetry, recitations (both prose and verse), orations, drills, dialogues, selections from drama, etc." *Preface.* The book is divided into three parts: title, author and first line indexes. The title index is the main part and references are given here by means of symbols to the various books in which the selection may be found. In the front is a Key to symbols to which the call numbers are usually added to indicate the volumes the library owns.

262. **Book review digest,** 1905-date. N. Y. Wilson, 1905-date.

Monthly numbers with semi-annual and annual cumulations. Lists the more important books of general interest published during the period covered by the volume. Gives exact reference—with often a brief digest—to reviews published about each book (selected from about sixty English and American publications). Indicates the number of words in each article and, by the use of + (for favorable) and—(for unfavorable), shows the reviewer's estimate of the book. Arranged alphabetically by authors with an index under subject, title and pseudonym. The index in the monthly issue covers all the numbers since the last cumulation. Cumulated index in v.17. (1921) covers 1917-1921.

263. **Booklist;** a guide to the best new books, 1905-date. Chicago, American library association publishing board, 1905-date.

Published monthly (except for two months of the year). Planned primarily as an aid in book selection for a medium sized public library but useful as a guide to important new books. Gives brief descriptive notes.

264. **United States catalog;** books in print January 1, 1912. Minneapolis, Wilson, 1912.

————Supplement; books published 1912-17. N. Y. Wilson, 1918.

————Supplement; Jan. 1918-June 1921. N. Y. Wilson, 1921.

A list of all the books in print in the U. S. Jan. 1, 1912, and a supplement for all books published from 1912 to June 1921. Arranged alphabetically under

author, subject and title of the book. Gives publisher and price for each. In the back, is a directory of publishers giving their street addresses.

265. **Cumulative book index,** 1898-date. N. Y. Wilson, 1898-date.

Supplements the United States catalog (above) and keeps it up-to-date.

266. **Ayer, N. W.** and Son. American newspaper annual and directory, 1881-date. Philadelphia, Ayer, 1881-date.

A list of American (including Canadian, Cuban, and the West Indian) newspapers and periodicals with information concerning the circulation, names of editors, frequency of issue, page size, publishers and prices, date of establishment, politics or other distinctive features. Arrangement is alphabetical under states and then towns. Classified list of publications in the back; e.g., Daily newspapers, Religious publications, Agricultural publications, Trade publications, etc. Alphabetical index in later volumes. Contains other miscellaneous material such as postal information, proof-readers' marks, population statistics, etc.

267. **Severance, Henry Ormal.** A guide to the current periodicals and serials of the United States and Canada. 4th ed. Ann Arbor, Mich. Wahr, 1920.

An alphabetical list of periodical publications giving frequency of publication, price, publisher and place of publication. Classified list of periodicals in the back, including a list of trade journals.

CHAPTER XXI

FINE ARTS

ARCHITECTURE

268. **Sturgis, Russell.** Dictionary of architecture and building...by Russell Sturgis and many architects, painters, engineers, and other expert writers. N. Y. Macmillan, c1901. 3v.

Descriptions of famous buildings, articles on the architecture of various countries, biographies of architects as well as more technical material. Some articles are very short, hardly more than definitions, others are long and signed. Arranged alphabetically and illustrated.

269. **Longfellow, William Pitt Preble,** ed. Cyclopaedia of works of architecture in Italy, Greece and the Levant. N. Y. Scribner, 1903.

Descriptions of important architectural works in Italy, Greece, and the Levant arranged alphabetically by places. Illustrations.

PAINTING

270. **Bryan, Michael.** Bryan's dictionary of painters and engravers. New ed. rev. and enl. under the supervision of G. C. Williamson. London, Bell, 1903-05. 5v.

Biographies of painters and engravers, exclusive of those living at the time of publication, and lists of their most important works with the name of the gallery or museum containing the original. Some of the articles

are signed by the initials of the authors. The arrangement is alphabetical by names of artists only. Full page reproductions of famous paintings. First edition was issued in 1816.

271. **Champlin, John Dennison,** ed. Cyclopedia of painters and paintings. Critical editor, C. C. Perkins, c1885-87. 4v.

Brief biographical facts concerning painters, with lists of their works. Under the names of famous paintings are very short descriptions, usually including the name of the artist, the size of the painting, the date when painted if known, and the name of the gallery or museum containing the original. Alphabetically arranged by names of artists and pictures. Illustrations are merely outlines.

MUSIC

272. **Grove, Sir George,** ed. Grove's dictionary of music and musicians; ed. by J. A. F. Maitland. N. Y. Macmillan, 1904-10. 5v.

————American supplement; being the sixth volume of the complete work. W. S. Pratt, editor. C. N. Boyd, associate editor. N. Y. Macmillan, 1920.

A standard work on the subject but especially good for English and American music and musicians. The articles in v.1-5 are signed by the initials of the authors and arranged alphabetically. V.6, the American supplement, is in two divisions: first, a historical introduction concerning the development of music in America, and second, a dictionary of American music and musicians arranged in the usual alphabetical order.

273. **Hubbard, William Lines,** ed. American history and encyclopedia of music. Toledo, Squire, c1908-10. 12v.

Contents: v.1-2, Operas; v.3, Foreign music; v.4, Instruments; v.5-6, Musical biographies; v.7, American music; v.8, Oratorios and masses; v.9, Theory of music; v.10, Musical dictionary; v.11-12, Essentials of music. General index in v.12 refers to volumes by letters.

274. **University musical encyclopedia,** by many eminent editors, experts, and special contributors. N. Y. University society, c1910-14. 12v.

Contents: v.1-2, History of music; v.3-4, Great composers; v.5, Religious music; v.6, Vocal music and musicians; v.7, The opera; v.8, Theory of music; v.9-10, Dictionary of music; v.11-12, Musicians' practical instructor. No general index.

275. **Riemann, Hugo.** Dictionary of music. 4th ed rev. and enl. Translation by J. S. Shedlock. London, Augener, 1908.

Biographies of musicians, definitions of musical terms, articles on musical instruments, forms, etc. Alphabetical arrangement.

CHAPTER XXII

SCIENCE

276. **Thorpe, Sir Thomas Edward.** A dictionary of applied chemistry. Rev. and enl. ed. London, Longmans, 1921- v.1- To be in 6v.

A cyclopedia of chemistry in its application to arts and manufactures. Long articles by authorities. Many are signed by initials and are followed by good bibliographies. Abbreviations used in bibliographies explained in front of each volume. Arrangement alphabetical by small subjects. Illustrated.

277. **Chemical catalog company,** inc. New York. The condensed chemical dictionary; a reference volume for all requiring access to a large amount of essential data regarding chemicals. N. Y. The author, 1919.

Prepared for the non-technical user, it is also a time-saver for chemists. Arranged alphabetically. Explanation of terms and symbols used, in the front. Condensed information given: [chemical] derivation, color and properties, constants, grades, method of purification, containers, uses, fire hazard, railroad shipping regulations. Appendixes: tables of weights and measures, temperatures for Fahrenheit and Centigrade compared, specific gravity equivalents, definitions of units, transportation of dangerous articles other than explosives.

278. **Glazebrook, Sir Richard,** ed. A dictionary of applied physics. London, Macmillan, 1922- v.1- To be in 5v.

Aims to make easily available the most recent knowledge of the principles and methods of physics which form the basis of such subjects as aeronautics, design and construction of optical instruments, clocks, engines, etc. Each volume on a separate branch of the subject has its own alphabetical arrangement by broad topics, but with analytical cross references. Articles signed by authorities. Bibliographies and illustrations.

279. **U. S. Geological survey.** World atlas of commercial geology. Washington, U. S. Geological survey, 1921- Pt. 1-

Part 1. Distribution of mineral production contains for each group of minerals a map of the world showing production and consumption, 1913; maps of the continents showing production in 1913; and a map of the United States showing production in 1918; with descriptive text and statistics.

Part 2. Water power of the world, contains maps of the world showing altitude of land, mean annual precipitation and water power and maps of the continents showing developed water power in 1920 and water power resources; with a general account of the water power resources of the world, their present development and possible interrelation with mineral deposits and industries.

280. ————Geologic atlas of the United States, no.1-date. Washington, U. S. Geological survey, 1894-date.

"Issued in parts called folios. Each folio includes topographic, geologic, economic and structural maps of

a 'quadrangle' or small section of the country, together with other illustrations and a general description." *Kroeger.*

281. **Gannett, Henry.** A dictionary of altitudes in the United States. 4th ed. Washington, Government printing office, 1906. (U. S. Geological survey. Bulletin 274.)

Arranged alphabetically by state and then by place. Elevation in feet given and abbreviation denoting authority. Sources of information listed in introductory note, with explanation of the abbreviations of names of railroads used as authorities.

282. **Gray, Asa.** Gray's new manual of botany, a handbook of the flowering plants and ferns of the central and northeastern United States and adjacent Canada. 7th ed. N. Y. American book co. c1908.

Classified arrangement of plants by families and species, with analytical key in front and Glossary and minute index in back of book. Illustrations small, showing details rather than general appearance of plants.

283. **Mathews, Ferdinand Schuyler.** Field book of American wild flowers. New ed. rev. and enl. N. Y. Putnam, c1912.

————Field book of American trees and shrubs. N. Y. Putnam, c1915.

Two small and popular handbooks containing short descriptions of the plants, arranged by families. Very profusely illustrated, including many colored plates. Index of Latin and common names in the back of each book and keys to families by leaves are also provided.

The Field book of flowers contains a color index, while the Field book of trees has instead a key for identification by bark and maps showing distribution in the United States.

284. **Hough, Romeyn Beck.** Handbook of the trees of the northern states and Canada east of the Rocky Mountains. Lowville, N. Y. The author, 1907.

For each tree are given a brief description, including commercial value, and fine illustrations from photographs of the trunk, leaves, fruit, winter branchlet, a small map of the United States shaded to show distribution, and in some cases a cross section showing grain of the wood. Analytical keys, glossary, and index.

285. **Rogers, Julia Ellen.** The tree book. Garden City, N. Y. Doubleday, 1905.

Description of trees, and chapters on forestry, uses of wood and life of trees. Illustrations show shape of tree, leaves, bark, fruit, and winter buds. Some colored plates. Appendix contains special lists of trees; e.g. tallest and oldest trees in the world, trees with bright autumn foliage. Good index.

286. **Atkinson, George Francis.** Studies of American fungi, mushrooms, edible, poisonous, etc. 3d ed. N. Y. Holt, 1911.

Descriptions and photographs of mushrooms, with chapters on cultivation, uses, and cooking. Glossary and indexes of genera and species.

287. **Hornaday, William Temple.** American natural history. N. Y. Scribner, 1914. 4v.

Popular, but authoritative, work describing vertebrates of North America. Classified arrangement, with index at end of v.4. Many illustrations.

288. **Newton, Alfred.** Dictionary of birds. London, Black, 1893. 4v.

Based on the author's articles in the 9th ed. of the *Encyclopaedia Britannica,* with a large number of additional articles, some of which are by other authorities. Includes not only descriptions of particular birds, but also articles on general subjects such as eggs, geographical distribution, color of birds. Arranged alphabetically. Illustrated. Index in v.4.

289. **Chapman, Frank Michler.** Handbook of birds of eastern North America. Rev. ed. N. Y. Appleton, 1912.

Long introduction on bird life in general, with bibliography of ornithological magazines, followed by Key to families and descriptions of birds in a classified arrangement. Bibliographical appendix lists books dealing with birds of particular states arranged alphabetically by states. Well indexed and illustrated.

290. **Holland, William Jacob.** The butterfly book. Garden City, N. Y. Doubleday, c1898.

———— The moth book. Garden City, N. Y. Doubleday, c1903.

Popular handbooks, with introductory chapters on life history and anatomy of the insects and their collecting and classification, with a bibliography. Descriptions of the different species. Beautifully illustrated with colored plates. Minute index in each book.

291. **U. S. Superintendent of documents.** Price list. Washington, Government printing office.

No. 15, Geological survey: Works on geology, mineral resources, and water supply.

No. 39, Birds and wild animals. North American fauna, game, and mice.

No. 48, Weather. Scientific studies in climate, local records, floods, earthquakes, use of kites and other instruments.

No. 55, National museum and National academy of sciences, reports, bulletins, and proceedings.

No. 57, Astronomy.

CHAPTER XXIII

AGRICULTURE

292. **Bailey, Liberty Hyde,** ed. Cyclopedia of American agriculture. N. Y. Macmillan, c1907-09. 4v.

Signed articles with bibliographies. Contents: v.1, Farms; v.2, Crops; v.3, Animals; v.4, Farm and community. Index in each volume. Well illustrated.

293. ————Standard cyclopedia of horticulture. N. Y. Macmillan, 1914-17. 6v.

Signed articles on the different species of plants grown in the U. S. and Canada, the standard methods of cultivation for the staple flowers, fruits and vegetables, and the effective arrangement of plant materials. Bibliographical references in abbreviated form are explained in the front of v.1. Mainly an alphabetical arrangement. V.6 contains supplementary articles, a finding list of binomials, and a general index to synonyms, vernacular names, and miscellaneous references not in alphabetical order in the cyclopedia. Many illustrations.

294. **Agricultural index,** 1916-date. N. Y. Wilson, 1919-date.

Volumes for 1916-1918 and 1919-1921 are continued by numbers cumulating quarterly, annually, and triennially. Indexes agricultural periodicals, bulletins, government reports, and occasionally other literature. Arranged alphabetically by subjects. Information given with the

periodical references: title of the article, author's name if known, abbreviated title of the periodical, volume, inclusive page reference, exact date. Lists of publications indexed with abbreviations used are in the front of each volume or number.

GOVERNMENT PUBLICATIONS

295. The publications of the U. S. Department of agriculture and the state agricultural experiment stations contain a great deal of valuable information, and there are special card indexes to these publications. The *Experiment station record,* described in section 305, and the *Agricultural index* are often used in research work as indexes to the recent literature issued by the agricultural experiment stations and the U. S. Department of agriculture.

CARD INDEXES

296. **U. S. Department of agriculture.** Card index of experiment station literature. Washington, U. S. Department of agriculture, 1888-date.

A subject index on half-size catalog cards to articles in the reports and bulletins issued by the state agricultural experiment stations. The cards are arranged according to a decimal system of classification devised by the U. S. Office of experiment stations. In looking for material on a subject consult first the printed key to the index (*Circular no. 23* of the U. S. Office of experiment stations or *Document no. 37* of the U. S. States relations service) and find the number standing for that subject, then turn to the cards bearing the number. For example,

if references on Currants are wanted one will find by consulting the key that 5 is the number for Plants. This is divided into .1 Field crops; .2 Horticulture. The latter is subdivided into .01 Vegetables; .02 Orchard fruits; .03 Small fruits. Thus the complete number for Small fruits is 5.23. The cards numbered 5.23 are arranged alphabetically by the topics in heavy type on the first line as *Blackberries, Cherries, Cranberries, Currants.* Under each topic, e.g. *Currants, Tests of varieties,* the cards are arranged alphabetically by experiment stations, as Colorado, Indiana, Maryland, and then chronologically under stations, e.g. Colorado Report 1889, Colorado Bulletin 1900. Information given on each card: title and author of the article, reference to the bulletin or report in which it appeared and to the *Experiment station record* in which an abstract of the article may be found, a very brief statement of its contents and, in the upper right hand corner, the classification number according to which the card is filed in the index.

297. **U. S. Department of agriculture.** Card index to publications of the U. S. Department of agriculture. Washington, Government printing office, 1899-1901; Library of Congress, 1902-date.

An analytical index to publications of the U. S. Department of agriculture. The cards are prepared by the Library of the U. S. Department of agriculture and printed and distributed by the Library of Congress. The arrangement is alphabetical by author, subject and sometimes title. Information given on each card; author, title, date and pages of the article with reference to the publication in which it appeared.

DOCUMENTS

298. **Finch, Vernor Clifford and Baker, O. E.** Geography of the world's agriculture. Washington, Government printing office, 1917.

Sections on farm products, including both crops and live stock. Brief text supplemented by maps and statistical charts showing geographical distribution.

299. **U. S. Department of agriculture.** Yearbook, 1894-date. Washington, Government printing office, 1895-date.

Each volume contains signed, illustrated articles of a popular character on practical agricultural subjects, a report by the Secretary of agriculture on the Department's work during the year and many agricultural statistics.

300. ————Farmers' bulletin, no.1-date. Washington, Government printing office, 1889-date.

Concise, practical, and instructive material on topics pertaining to agriculture and home economics; e.g. no 1087, *Beautifying the farmstead;* no.1089, *Selection and care of clothing.* A general index covering Farmers' bulletins no.1-1000 has been issued.

301. ————Bulletin, no.1-date. Washington, Government printing office, 1913-date.

This series of popular and semitechnical contributions from the bureaus, divisions, and offices of the Department of agriculture was started in 1913, superseding the series of bulletins and circulars formerly used by the various bureaus, divisions, and offices of the Department separately. Bulletins which are too technical to be of

general interest are called "Professional papers;" e.g. no.724, *Drainage methods and foundations for county roads;* no.772, *The genera of grasses of the United States.*

302. **U. S. Department of agriculture.** Department circular, no.1-date. Washington, Government printing office, 1919-date.

Brief pamphlets on matters concerning agriculture and home economics; e.g. no.3, *Drying vegetables and fruits for home use;* no.66, *Organization and results of boys' and girls' club work (Northern and western states).*

303. ————Office of the secretary circular, no.1-date. Washington, Government printing office, 1896-date.

These short pamphlets from the office of the Secretary of agriculture deal with the work of the Department or some phase of agriculture; e.g. no.120, *Rules and regulations of the Secretary of agriculture under the food products inspection law of October 1, 1918;* no.127, *The "17-year locust" in 1919.*

304. ————Journal of agricultural research, v.1-22. Washington, Government printing office, 1913-21.

A periodical on agricultural science, containing articles by scientific workers of the agricultural experiment stations and the Department of agriculture. Too technical to be of general interest.

305. ————Experiment station record, v.1-date. Washington, Government printing office, 1889-date.

A monthly publication, consisting mainly of abstracts and reviews of the world's current agricultural literature. Useful to the research worker as an index to the material bearing upon agricultural science appearing in

periodicals, publications of the U. S. Department of agriculture, the agricultural experiment stations of the world, etc. The abstracts are classified under the following subjects: Agricultural chemistry—Agrotechny, Meteorology, Soils—Fertilizers, Agricultural botany, Field crops, Horticulture, Forestry, Diseases of plants, Economic zoology—Entomology, Foods—Human nutrition, Animal production, Dairy farming—Dairying, Veterinary medicine, Rural engineering, Rural economics, Agricultural education, Miscellaneous. Minute table of contents in each number; index of names, and index of subjects in each volume. Separate indexes for v.1-12, and v.13-25. Circular 62 of the Experiment stations office of the U. S. Department of agriculture is a list of abbreviations used for publications reviewed in the *Experiment station record* with the names of the publications in full.

306. **U. S. Department of agriculture.** Weather, crops and markets, v.1-date. Washington, Government printing office, 1922-date.

Weekly. A combination of three former publications of the U. S. Department of agriculture, the *Market reporter, Monthly crop reporter* and the *National weather and crop bulletin*. Contains reviews and statistical information concerning prices and the principal markets for farm products, reports of the crop estimating service, and summaries of weather and crop conditions.

307. The following lists are convenient guides for ordering personal copies of the Department's publications.

U. S. Department of agriculture. Monthly list of publications of the Department of agriculture. Washington, Government printing office.

This is sent regularly to all who request it. Many of the publications entered may be obtained free from the Department of agriculture.

U. S. Superintendent of documents. Price list. Washington, Government printing office.

No. 16, Farmers' bulletins, Department bulletins, circulars, agriculture year books.

No. 38, Animal industry.

No. 39, Birds and wild animals.

No. 40, Agricultural chemistry.

No. 41, Insects.

No. 42, Irrigation, drainage, and water power.

No. 43, Forestry.

No. 44, Plants.

No. 46, Soils and fertilizers.

No. 68, Farm management.

CHAPTER XXIV

HOME ECONOMICS

308. For the lack of a comprehensive cyclopedia of home economics, it is necessary for the student of this subject to supplement her textbooks and treatises by reference books which were prepared with a view to satisfying the needs of specialists in other fields than her own. She will find material of interest and value, especially on the chemical and physiological side of the subject, in the *Experiment Station Record* and the *Farmers' Bulletins* (see sections 305 and 300.) The *Industrial Arts Index* (see section 104) may be used to find magazine articles and bulletins on electric equipment and textiles and the *Agricultural Index,* (see section 294) on foods and their marketing, canning and preserving. The following reference books, chiefly on foods, textiles, clothing, and interior decoration contain material not likely to be found in so complete or convenient a form either in general encyclopedias or in home economics textbooks.

309. **Lyford, Carrie Alberta.** Bibliography of home economics. Washington, Government printing office, 1919. (U. S. Bureau of education. Bulletin, 1919, no.46.)

As nearly complete a bibliography as possible of subjects in and connected with home economics. Gives authors, titles, publishers, place, and date of publication, number of pages, and price for each book or pamphlet. Classified arrangement.

310. **Lippincott, J. B.** *firm publishers.* Lippincott's home manuals, ed. by Benjamin R. Andrews. Philadelphia, Lippincott.

This publisher's series of books by good authorities on subjects connected with the home is well illustrated and contains bibliographies: *Business of the household,* by C. W. Taber; *Clothing for women,* by L. I. Baldt; *Home and community hygiene,* by Jean Broadhurst; *Housewifery,* by L. R. Balderstone; and *Successful canning and preserving,* by Ola Powell.

311. **Directory of agricultural and home economics leaders,** United States and Canada. 4th ed. Cambridge, Mass. Wilson, 1922.

Includes the personnel of home economics extension departments, home advisors or home demonstration agencies for each state. Arranged alphabetically by state.

312. **Hopkins, Albert Allis,** ed. The Scientific American cyclopedia of formulas. N. Y. Munn, c1910.

Fifteen thousand formulas compiled from Scientific American and drug and technical journals. Alphabetical arrangement of chapters on such broad subjects as Cleansing and bleaching, Glass, Photography, Preserving and canning. Individual chapters are either arranged alphabetically or have an outline of the contents at their beginning. The minute index should be used in looking up a definite subject. Appendix contains miscellaneous formulas, chemical manipulations, and tables of weights and measures.

313. **Weinberg, Louis.** Color in everyday life. N. Y. Moffat, 1918.

Chapters on esthetics and physics of color and principles of color combinations and contrasts, with their application to dress, house furnishing, stage setting, etc. No index, but full table of contents.

CLOTHING AND TEXTILES

314. **Harmuth, Louis.** Dictionary of textiles. N. Y. Fairchild, 1915.

Definitions of terms "relating to textiles from the fibres to the finished fabrics and everything which goes into them in the course of the manufacture." *Preface.* Includes obsolete fabrics and textiles found in use in every country, with special emphasis on French, English, and German. Bibliography follows Preface. Addenda at the end contain chiefly Japanese and Philippine terms.

315. Costume books are of use, not only to students of the history of dress, but also to anyone interested in staging historical plays or pageants or in fancy dress for social affairs. Books of smaller size similar to the reference books listed below may be found by looking in the card catalog under the headings: *Costume, Dress.* Illustrations of costume are also often found in books of travel and in the *National Geographic Magazine.*

316. **Planché, James Robinson.** Cyc'opaedia of costume. London, Chatto, 1876-79. 2v.

V.1 is a dictionary of costume, giving definitions, descriptions, and illustrations of parts of dress and armor of different periods. V.2 is a history of costume in Europe from 53 B.C. through the eighteenth century. Well illustrated. Index to both volumes at the end of v.2.

317. **Kretschmer, Albert.** Die trachten der völker . . .mit text von Carl Rohrbach. 3.aufl. Leipzig, Schumann, 1906.

First half of book is a history of costume from the early Egyptians to modern times; second half is a series of colored illustrations of costumes of all nations and times. Text is in German.

318. **Racinet, Albert Charles Auguste.** Le costume historique. Paris, Firmin-Didot, 1888. 6v.

Five hundred plates showing costumes and other personal effects of people of all times and countries and also interior scenes in ancient and medieval homes. A descriptive article accompanies each plate. V.1 contains analytical contents of the work, a geographical and ethnological index, a glossary, a bibliography of costume, and other miscellaneous material on the subject. Text is in French.

INTERIOR DECORATION AND FURNISHING

319. **Eberlein, Harold Donaldson, McClure, Abbot, and Holloway, E. S.** The practical book of interior decoration. Philadelphia, Lippincott, 1919.

The three main divisions of the book are: history of decoration, practical decoration and furnishing, and period decoration. Profusely illustrated.

320. **Eberlein, Harold Donaldson and McClure, Abbot.** The practical book of period furniture. Philadelphia, Lippincott, c1914.

Chronological arrangement, concluding with a glossary, short bibliography, and index. Well illustrated.

Other books in the same series are on Oriental rugs, arts and crafts, etc.

FOODS

321. **Sherman, Henry Clapp.** Food products. N. Y. Macmillan, 1914.

Contains chapters on "each important type of food, covering (1) an account of its production and preparation for market...(2) the proximate composition and general food value, (3) questions of sanitation, inspection, and standards of purity, (4) special characteristics of composition, digestibility, nutritive value and place in the diet." *Preface.* Bibliography at the end of each chapter. Appendix includes food laws and table of 100-Calorie portions. Illustrations include diagrams of meat cuts and statistical tables. Index.

322. **Smith, Joseph Russell.** The world's food resources. N. Y. Holt, 1919.

For the various food products it gives information on their nutritive value, place and manner of production and distribution. Many illustrations, including statistical tables, charts, and maps. Table of food values at the end. Index.

323. **Ward, Artemas,** comp. Encyclopedia of foods and beverages; the grocer's encyclopedia. N. Y. [Kempster] c1911.

Information, popular rather than scientific, not only on foods and beverages, but also on other articles handled by grocers and on food values and the care of food. Description of each article generally includes place, season, and method of production, storage care and preparation for the table. Many illustrations, including colored plates. Arranged alphabetically. Appendix contains dictionary

of food names in English, French, German, Italian and Swedish, culinary and bill-of-fare terms, and tables of weights and measures.

324. **U. S. Superintendent of documents.** Price list. Washington, Government printing office.

No. 11, Foods and cooking.

No. 40, Chemistry: Technical investigations of food, adulterations, preservatives, and alcohol.

No. 51, Health: Disease, drugs, sanitation, water pollution, care of infants.

CHAPTER XXV

ENGINEERING

325. The chief sources of information on engineering are the cyclopedias, handbooks, and textbooks of engineering supplemented by the technical journals and the publications of engineering societies.

326. **Cyclopedia of engineering**; a general reference work. Editor-in-chief: Louis Derr. Chicago, American technical society, c1915. 7v.

Condensed treatises on the different branches of mechanical and electrical engineering. The names of the authors of the treatises are given in the table of contents in each volume. Separate indexes in v.1-6; general index to the set in v.7.

327. **Cyclopedia of civil engineering**; a general reference work. Chicago, American technical society, c1916. 9v.

Concise treatises on the various divisions of civil engineering. Use the table of contents in each volume to find the names of the authors of the treatises. Separate indexes in v.1-8; general index to the set in v.9.

328. **International library of technology**; a series of text-books. Scranton, International textbook co. c1901- v.1-

"The volumes...are made up of instruction papers, or sections, comprising the various courses of instruction

for students of the International correspondence schools." *Preface, v.152.* The series is not limited to engineering but includes volumes on the other industrial arts, also related subjects, such as Banks and banking, History of architecture, Principles of law, Advertising, etc. Many illustrations. An index in each volume refers to both sections and pages.

329. **Modern shop practice**; a general reference work. Editor-in-chief; H. M. Raymond. Chicago, American technical society, 1916. 6v.

"Practical treatises on the various shop subjects have been supplied by well-known teachers and practical men." *Foreword, v.1.* The table of contents in each volume gives the names of the authors of the treatises included. Separate indexes in v.1-5; general index to the set in v.6.

330. **Machinery's encyclopedia**; a work of reference...comp. and ed. by Erik Oberg and F. D. Jones ...in collaboration with many prominent mechanical and electrical engineers. N. Y. Industrial press, 1917. 7v.

"Deals with practical mathematics and mechanics; strength of materials; design of machine details; machine tools and machine shop practice; heat-treatment of iron and steel; forge shop, pattern shop, and foundry practice; metallurgy of...the more important...metals ...including very complete treatises on electrical machinery, gas engines, hydraulic turbines, steam engines and turbines, boilers and accessories, pumps, air compressors, etc."...*Editors' preface, v.1.* Some of the articles are signed by initials explained in the front of v.1. Arranged alphabetically. Use the general index in v.7 to find all the information on a certain subject in the encyclopedia. It refers not only to the page, but also to that section

of the page where the information will be found; e.g. IV, 285-3. This means that the reference is in v.4, p. 285, upper right hand corner.

331. **Cyclopedia of applied electricity**; a general reference work. Chicago, American technical society, 1920. 8v.

Discussions of the generation and application of electrical energy by authorities whose names are found in the table of contents in each volume. Glossary and general index to the set in v.8.

332. **Automobile engineering**: a general reference work...covering the construction, care, and repair of pleasure cars, commercial cars, and motorcycles with especial attention to ignition, starting, and lighting systems, garage design and equipment, welding and other repair methods. Chicago, American technical society, 1921. 6v.

Treatises by automobile experts whose names are given in the table of contents in each volume.

HANDBOOKS

333. The handbooks on the various engineering specialties are small, conveniently arranged volumes which include rules, formulae, and other concise material, sometimes difficult to find elsewhere. Below are listed a few of the more important ones.

Marks, Lionel Simeon, ed. Mechanical engineers' handbook. N. Y. McGraw, 1916.

Kent, William. Mechanical engineers' pocket-book. 9th ed. thoroughly rev. with the assistance of R. T. Kent. N. Y. Wiley, 1916.

Machinery's handbook for machine shop and drafting room. N. Y. Industrial press, 1914.

Gillette, Halbert Powers and Dana, R. T. Handbook of mechanical and electrical cost data. N. Y. McGraw, 1918.

Standard handbook for electrical engineers. F, F. Fowle; editor-in-chief. 4th ed. rewritten and greatly enl. N. Y. McGraw, 1915.

Pender, Harold, comp. Handbook for electrical engineers. N. Y. Wiley, 1917.

Trautwine, John Cresson. Civil engineer's pocketbook...rev. by J. C. Trautwine, jr., and J. C. Trautwine, 3d. 20th ed. Philadelphia, Trautwine, 1919.

Merriman, Mansfield, ed. American civil engineers' handbook. 4th ed. throughly rev. and enl. N. Y. Wiley, 1920.

Gillette, Halbert Powers. Handbook of cost data for contractors and engineers. 2d ed. Chicago, Clark, 1910.

Ketchum, Milo Smith. Structural engineers' handbook; data for the design and construction of steel bridges and buildings. 2d ed. N. Y. McGraw, 1918.

Hool, George Albert and others. Concrete engineers' handbook, data for the design and construction of plain and reinforced concrete structures. N. Y. McGraw, 1918.

Blanchard, Arthur Horace. American highway engineers' handbook. N. Y. Wiley, 1919.

Peele, Robert, ed. Mining engineers' handbook. N. Y. Wiley, 1918.

INDEXES TO ENGINEERING PERIODICALS AND U. S. GOVERNMENT PUBLICATIONS

334. **Industrial arts index,** 1913-date. N. Y. Wilson, 1914-date. For description see section 104.

335. **Engineering index annual,** 1906-date. N. Y. Engineering magazine, 1907-18, American society of mechanical engineers, 1919-date.

Indexes foreign as well as American technical journals and publications of engineering societies. Before 1919 the references are grouped under divisions of engineering, such as Civil, Electrical, Mechanical, etc., which are further subdivided. Beginning with 1919 the arrangement is alphabetical by subject, such as Machine shops, Machine tools, Machinery, etc. Numerous cross-references. Information given with each item: title of the article, author's name if known, name of the publication in which the article appeared, volume, inclusive page reference, exact date, and a short summary of the article. Before 1919 the number of words in the article was given instead of the volume and inclusive page reference. The *Engineering index annual* is compiled from the *Engineering index,* published monthly in the journal *Mechanical engineering.*

336. **U. S. Superintendent of documents.** Price list. Washington, Government printing office.

No. 18, Engineering and surveying.

No. 45, Roads.

No. 58, Mines.

No. 64, Standards of weight and measure.

CHAPTER XXVI

COMMERCE AND GENERAL BUSINESS

337. **American school of correspondence,** Chicago. Cyclopedia of commerce, accountancy, business administration; prepared by a corps of auditors, accountants, attorneys, and specialists in business methods and management. Chicago, Amer. school of correspondence, c1909-12. 10v.

DIRECTORIES

338. **Kelly's directory** of merchants, manufacturers and shippers of the world. London, Kelly's directories, ltd., 1887-date.

Published annually. Lists the important firms interested in importing, exporting, manufacturing and kindred subjects throughout the world. Arranged geographically and classified by trades. Contains also gazetteer material, regulations for commercial travellers and other miscellaneous information. Long a standard in its field.

339. **Hendricks' commercial register of the United States** for buyers and sellers. N. Y. Hendricks, c1890-date.

Especially devoted to the interest of the architectural, contracting, electrical, engineering, hardware, iron, mechanical, mill, mining, quarrying, railroad, steel and kindred industries. The greater part of this work consists of a list of manufacturers classified by articles manufac-

tured, the arrangement under each heading being alphabetical under the firm's name. Special sections contain a list of manufacturers arranged alphabetically, a list of trade names and an index to trades.

340. **Thomas' register of American manufacturers.** Ed. 12. N. Y. Thomas, c1921.

The main part of this work consists of a list of manufacturers classified by articles manufactured, the arrangement under each article being geographical by state and city. Addresses and financial ratings are given. The remainder of the book includes manufacturing firms arranged by names—with officers of companies and location of branches—, a list of trade names and a list of forwarders or concerns especially well equipped to promote and handle business between manufacturers and others in the U. S. and abroad. Before attempting to use this book it is well to read the "Instructions for the use of this work" printed on the inside of the front cover.

341. In addition to these general directories, many businesses, trades and professions have special directories for manufacturers and firms in their special fields. These may simply give names and addresses or they may contain catalog information from the various firms. There are many such catalogs. Examples of them are: *Condensed catalogs of mechanical equipment,* by the American society of mechanical engineers; *Sweet's architectural catalog; Publishers' trade list annual; Merchandise rating register hardware merchants of the world* published by the Hardware dealers' magazine.

342. City directories and telephone directories are often valuable reference aids, not only the local ones but

also those of other cities and towns with which one's business brings one in contact. These usually contain, in addition to the alphabetical list of residents, a list classified according to business or profession. The directories of large cities such as New York, Chicago, San Francisco, Washington, and St. Louis are especially useful.

343. There are also professional directories published listing people of a certain profession or business; physicians, druggists, lawyers, etc. for example. Business men are often interested in those which cover their own and related fields.

344. It is neither possible nor desirable to refer here to all the directories published, but it may be well to cite some of the guideposts to publications in the directory field. Important sources of information are: W. S. Thompson's *Directory of mailing lists obtainable in book and pamphlet form telling where to get them and their cost* (New York, Putnam, 1917); R. L. Polk & Company's *Directory of directories;* and the Association of North American directory publishers, with headquarters in New York City.

ADVERTISING

345. **Crain's market data book** and directory of class, trade and technical publications; 1921-date. Chicago, G. D. Crain, jr., c1920-date.

Annual publication. Intended for those having to do with the planning and placing of advertising. Arranged alphabetically by industry, trade or profession. Gives for each a general survey of the field and a list of the important periodicals in the field. States for the publications cited the advertising rates, the special class

appealed to, the date of publication and of closing of forms, the type-page size, the agency discount if one is offered, the subscription price, the address, and usually the date of establishment. Well indexed.

346. **Ayer, N. W. and Son.** American newspaper annual and directory, 1881-date. Philadelphia, Ayer, 1881-date.

For descriptive note, see section 266.

BANKING AND FINANCE

347. **Rand-McNally Bankers' directory** and list of attorneys; the original "Bankers' Blue Book." Chicago, Rand, c1876-date.

Two editions each year, in January and July. Lists banks in the U. S., Canada, and Mexico, giving for each the year established, the names of officers, financial statement, etc. Contains other miscellaneous related material such as national bank examiners and districts, values of foreign coins, clearing houses in the U. S. and Canada, towns accessible to banking points, banking and commercial laws, maps, etc.

348. **Bankers encyclopedia,** 1895-date. N. Y. Bankers encyclopedia, c1895-date.

Issued semiannually and similar in content to the *"Bankers' Blue Book" listed above.*

349. **Moody's analyses of investments,** 1909-date. N. Y. Moody's investor's service, 1909-date.

Annual. Continues Moody's analyses of railroad investments. Later issues have appeared in four parts; Part 1, Railroad investments; Part 2, Industrial investments; Part 3, Public utility investments; Part 4,

Government and municipal securities. Covers investment fields of the United States and Canada and to a certain extent of foreign countries. Gives for each entry brief history, management, and financial statistics relating to bond and stock records. Security ratings are a special feature. Moody's Investors service supplements the annual volumes with monthly reports and renders special service to subscribers.

350. **Poor's manual of the railroads** of the United States, 1868/69-date. N. Y. Poor, 1868-date.

Annual. Includes information concerning all steam railroads in the United States and Canada and the principal railroads of Mexico, Cuba, and Central America. Gives historical sketch, names of officials, and financial and operating statistics. Includes maps.

351. **Moody's manual of railroads and corporation securities,** 1900-date. N. Y. Poor, 1900-date.

Annual. In 1919 consolidated with *Poor's manual of industrials* and *Poor's manual of public utilities* with a resulting change of publication office. Gives for each company included such information as brief history, capital stock, names of officers, financial statistics, etc.

352. The two outstanding commercial rating agencies in the United States are Dun's Mercantile Agency and the Bradstreet Company. Both limit their services to private subscribers, however, and—except by their journals—will not be represented in public or college libraries. Each of these companies publish bound volumes —Dun's *General reference book* and Bradstreet's *Book of ratings*—listing wholesale and retail merchants, jobbers and manufacturers in the United States and Canada. They also on application render a special service to their

subscribers by giving information as to financial ratings of firms not only in America but all over the world. There are other general and local agencies and agencies in special fields such as jewelery, furniture, hardware, etc.

TRANSPORTATION

353. **Official guide** of the railways and steam navigation lines of the United States, Porto Rico, Canada, Mexico and Cuba, also time tables of railroads in Central America. N. Y. National railway pub. co., 1905-date.

Monthly numbers. Gives a list of officials, schedules and usually a map for each company. An index of railroads and steamship lines is given in the front of each number. In the back there is an index of points reached by water routes and a general index of stations indicating what railroads run into a town (with the number of the company's time table to be consulted) and the relative location of the stations if there is more than one railroad in the town. Additional indexes to the stations of a particular system are sometimes included along with the time-tables for the system.

354. **Exporters' encyclopaedia,** 1904-date. Containing full and authentic information relative to shipments for every country in the world. N. Y. Exporters' encyc. co., c1904-date.

Published annually. Arranged alphabetically by country. For each country gives brief note as to area, population, commerce, products, etc., statistics of import and export, points for which through bills of lading are issued, consular charges or regulations, shipping routes from New York, etc. Shipping routes from Philadelphia, Boston, Baltimore, Newport News, Norfolk, Savannah,

Mobile, New Orleans, Galveston, San Francisco, Seattle, Tacoma, Vancouver, etc., are given separately. Much miscellaneous material of interest to the exporter.

355. **"Shipping world" yearbook:** a desk manual in trade, commerce, and navigation. London, "Shipping World," 1887-date.

Published annually. Gives a port directory and tariffs for the various countries of the world. Map showing trade routes is in pocket on back cover of book.

U. S. GOVERNMENT PUBLICATIONS

356. The federal government publishes some of the most up-to-date and accurate information available on conditions in the United States and abroad of interest to American business men. This material is issued by various departments and bureaus but the publications of the Bureau of Foreign and Domestic Commerce are among those of first importance. These appear in a number of series of which the following are the most general in appeal and the most uniform in content although other series and special numbers of other series often have a special interest.

357. **U. S.—Foreign and domestic commerce bureau.** Commerce reports, a weekly survey of foreign trade, Jan. 2, 1922-date. Washington, Government printing office, 1922-date.

Contains reports from U. S. consular offices and commercial agents on facts of commercial importance and on business conditions throughout the world. Continues a daily series started in 1898.

U. S.—Foreign and domestic commerce bureau. Survey of current business, July 1, 1921-date; comp. by Bureau of census, Bureau of foreign and domestic commerce, Bureau of standards. Washington, Government printing office, 1921-date.

Monthly supplement to *Commerce reports*. Gives statistics and charts showing the trend of business and industry in U. S.

————Foreign commerce and navigation of the U. S., 1911/12-date. Washington, Government printing office, 1912-date.

Each volume gives detailed statistics for the period covered of the commerce of the United States and her insular possessions, with comparative statements and statistics for the five-year period just preceding. Series—with slightly different title and issuing office—extends back to 1837. For statistics since last published volume, see Monthly summary of foreign commerce of the United States published by the same bureau.

358. **U. S.—Interstate commerce commission.** Annual report on the statistics of railways in the United States, 1887/88-date. Washington, Government printing office, 1887-date.

359. U. S. Superintendent of documents. Price list. Washington, Government printing office.

No. 25, Transportation
No. 28, Finance
No. 32, Insular possessions
No. 33, Labor
No. 59, Interstate commerce commission publications
No. 60, Alaska
No. 61, Panama canal
No. 62, Commerce and manufactures

CHAPTER XXVII

EDUCATION

360. **Monroe, Paul,** ed. Cyclopedia of education. N. Y. Macmillan, 1911-13. 5v.

A comprehensive work by authorities on education as an art and a science, including also biography of educators, descriptions of higher institutions of learning, and the history and present systems of education in different countries, states, and cities. Articles are signed by initials and completed by excellent bibliographies. A few illustrations. Alphabetical arrangement. Analytical indexes in v.5 group the articles in their logical relations.

361. **Watson, Foster,** ed. The encyclopaedia and dictionary of education. London, Pitman, 1921-22. 4v.

Similar in scope, arrangement and character of articles to Monroe's *Cyclopedia of education,* but more up-to-date, though distinctly British in point of view. Not so strong in bibliographies. Classified index and list of contributors at the end of v.4.

362. **U. S. Bureau of education.** Annual report, 1867-68, 1870-date. Washington, Government printing office, 1867-date.

From 1889 to 1917, each report was published in two volumes: From 1913, the first volume in each year contained a review of the progress of education in the various states and in foreign countries, while the second volume consisted of statistics of schools and other

educational agencies in the United States. Beginning with 1919, it was decided to make this review and summary biennial instead of annual and to publish it as a bulletin. The annual report has consequently become merely a condensed statement of the activities of the Bureau of education and a very brief interpretative survey of the progress of education. In addition to the index for each report, there is a general index for 1867-1907.

363. **U. S. Bureau of education.** Bulletin, 1906-date. Washington, Government printing office, 1906-date.

Issued irregularly, usually about fifty a year. Each number is on a separate topic of current educational interest, such as the honor system, vocational education, or else it is one of the regular publications of the bureau, e.g. the *Biennial Survey,* mentioned above, or the *Educational directory.*

364. ————Educational directory, 1912-date. Washington, Government printing office, 1912-date.

Issued as one of the Bulletins each year. Includes the members of the U. S. bureau of education and the educational activities of other United States departments, and also state, county, and city school officers, presidents, principals, directors or deans of universities, colleges, special schools, and museums, librarians, and educational organizations and periodicals. Table of contents, but no index.

365. **Patterson's American educational directory,** comp. and ed. by H. L. Patterson. Chicago, American educational co. 1903-date.

Published annually. First part of book is a geographical list, by state and city, of public school officials and "all schools and colleges, together with information as to the kind of school, class of students admitted, religious denomination, year established, and the name of the head of the institution." *Introduction.* Following this is a list of schools arranged according to the kind of school; e.g. law schools; a geographical list of libraries; an alphabetical list of college colors; and an alphabetical "index" of schools, giving simply their location.

366. **Minerva jahrbuch.** Berlin, Vereinigung wiss. verl. 1892-date.

Universitatum et eminentium scholarum **Index generalis.** Paris, Gauthier-Villars, 1919-date.

Athena. London, Black, 1920.

These three handbooks contain lists of the universities and colleges of the world, with the names of their professors and lecturers and the libraries, observatories, museums, etc. connected with them. *Athena* is limited to English speaking institutions.

367. **Baird, William Raimond.** Baird's manual of American college fraternities. 9th ed, N. Y. J. T. Brown, 1920.

Introductory section on origin, progress, manners, customs, and peculiar features of Greek-letter fraternities. Main part consists of histories of separate fraternities, with pictures of their badges, list of chapters, and famous alumni members. Includes men's fraternities, women's fraternities, professional, honorary, local, and inactive fraternities. Bibliography, statistics, and

directory of colleges and chapters. Alphabetical index of fraternities.

368. **U. S. Bureau of education. Library.** Monthly record of current educational publications, 1912-date, Washington, Government printing office, 1912-date.

Lists books and articles on educational subjects appearing in periodicals, government and society publications. Arranged under broad subjects. Author and subject index for each annual volume.

369. **U. S. Superintendent of documents.** Price list. Washington, Government printing office.

No. 31, Education, including agricultural and vocational education, and libraries.

CHAPTER XXVIII

UNITED STATES PUBLIC DOCUMENTS

370. According to the Superintendent of Documents, "the government of the United States is the greatest of all modern publishers". The government printing office issues as public documents not only the records and proceedings of Congress, but also the results of the investigations of thousands of scientists, who are employed by the government to make researches in many branches of science and industry. These include agriculture, forestry, irrigation, shipping and railroad problems, engineering, aviation, astronomy, home economics, preventive medicine, trade, and manufactures. Maps and magazines are published by the government as well as monographs, handbooks, year books and other forms of literature.

Most of the documents are sold by the Superintendent of Documents, located in the Government Printing Office at Washington. As the Government does not try to make a profit on them, it charges moderate prices to cover only the expense of the paper and printing, and moreover send them through the mails without postage.

Useful keys to the departments of the government and their publications are the following:

371. **Swanton, Walter I.** comp. Guide to United States government publications. Washington, Government printing office, 1918. (U. S. Bureau of education. Bulletin, 1918, No. 2.)

"This Bulletin is divided into 11 parts, one for each of the 10 executive departments of the Government and one part for the miscellaneous important independent bureaus and commissions. Each part is divided into sections, one for each of the bureaus under the department considered, and the description is given in most instances in the following order: Principal administrative officials, general information and duties, general publications, method of distribution of general publications, annual and other periodical publications, lists, indexes, mailing lists, maps, and correspondence. At the beginning of each part is a brief description of the department considered." *Introduction.* A chart following the title page shows the relations between departments, bureaus, divisions, etc. The appendix contains various lists and a directory of executive departments and bureaus. Index at the end.

372. **U. S. Superintendent of documents.** Monthly catalog . United States public documents, 1895-date. Washington, Government printing office, 1895-date.

Arranged by departments alphabetically. Gives price of documents or indicates by symbols those which are free or unobtainable. Twelve monthly numbers form a volume ending with the June number. Minute author and subject index for each volume.

373. ————Price list of government publications. Washington, Government printing office.

Lists of government publications on various subjects; e.g. Army, Roads, Fishes, Government periodicals, with prices of each. Each subject forms a separate pamphlet bibliography.

374. **Depository libraries.**—Certain libraries are entitled by law to receive deposits of all, or in some cases a selection of, the United States government publications. The "depository libraries" include those of all states and territories and land-grant colleges, and many others, both public and university. These libraries may vary somewhat in their methods of shelving and recording government documents, but many of them classify and catalog a large proportion of them like other books and magazines. A few of the documents which are usually treated in this way have been listed in preceding chapters on Sociology, Agriculture, Education, etc. and they are of course found also in libraries which are not depository libraries. There is likely to be, however, in a depository library a separate collection known as the Congressional Documents or Serial Set, which like a collection of periodicals requires the use of special indexes to make its contents available for reference.

375. **The Congressional Documents and Serial Number.**—The publications authorized printed by Congress include the Journals, which are the bare minutes of the proceedings of Congress; Reports of the committees of the Senate and House of Representatives; Documents, which are papers originating chiefly in the departments of the federal government outside of Congress; and the Congressional Record, which is the daily verbatim report of all that is spoken in Congress. All except the last are published in a series called the Congressional Edition or Serial Set. The volumes of this set are arranged in groups, first, according to Congress and Session[15] then by Senate or House, and finally

[15] There is a new Congress every odd year and a new Session every year.

according to Reports or Documents. Beginning with the 15th Congress, Dec. 1, 1817, a separate number has been assigned to each volume, so that the volumes are numbered consecutively throughout the set from the above date to the present time, no. 1 being the first volume of the publications of the 15th Congress and no. 6897 being the number of the first volume of the 64th Congress in 1915. These numbers are known as "serial numbers," and as the Congressional Edition is shelved according to them, any volume wanted from the set must be called for at the Loan Desk by its serial number. The serial number must not be confused with the document or report number or the volume number, which may be duplicated many times over in the different Congresses. The serial number may be determined by the use of the Indexes to the U. S. public documents.

376. **U. S. Superintendent of documents.** Checklist of United States public documents, 1789-1909, v.1. Washington, Government printing office, 1911.

Checklist to the Congressional edition, p. 3-169, is arranged 1st by Congress, 2d by session, 3d by classes (Senate or House reports or documents) and 4th by volume number in the class. Serial numbers are given in a column at the left. The rest of the book is made up of a classified list of publications issued by the Executive departments and the independent publishing offices to the end of 1909, noting which ones are also in the Congressional Edition. Index to the classified list in the back.

377. **Poore, Benjamin Perley.** Descriptive catalogue of the government publications of the United States,

September 5, 1774-March 4, 1881. Washington, Government printing office, 1885.

Not restricted to the Congressional Edition, it includes all government publications for these years. Arrangement strictly chronological, even to the day. Author and subject index in the back. Brief abstract of each document, but no serial numbers.

378. **Ames, John Griffith.** Comprehensive index to the publications of the United States government, 1881-93. Washington, Government printing office, 1905.

Includes department as well as Congressional documents. Arranged by subject, with an author index in v.2.

379. **U. S. Superintendent of documents.** Catalogue of the public documents of...Congress and of all the departments of the government of the United States. . . . the "Comprehensive index," March 4, 1893-June 30, 1915. Washington, Government printing office, 1896-1918. v.1-12.

Often called by the title Document Catalogue, which appears on the binding of v.9-12.

Issued every two years, one volume for each Congress. Includes department as well as Congressional publications. Arranged alphabetically by author and subject. The serial number is given in the *Congressional documents list,* which is found in regular alphabetical order with the letter *C* in each volume and is arranged similarly to the *Checklist.* Since July 1, 1899 the serial number is also given with the reference in bold-face type, thus: **6640.** Often several editions of the same document are listed, the Congressional Edition with the

serial number usually being given last, in the following manner:

NICKLES, JOHN MILTON. Bibliography of North American geology, 1912, with subject index. 1913. 192p. (Geological survey. Bulletin 545.)
———Same. (H. doc. 311, 63d Cong. 2d sess. In v.43; 6640.)

380. **U. S. Superintendent of documents.** Index to the reports and documents of...Congress...being the "Consolidated index," December 2, 1895-November 21, 1918. Washington, Government printing office, 1897-1919. v.1-26.

Usually called by its binders' title, Document index.

Supplements the Document Catalogue by being more up-to-date—a new volume being issued for each session of Congress—but indexes only the Congressional Edition. Arranged by author and subject. In back of each volume are numerical lists and a schedule of reports and documents giving serial numbers.

381. **Directions for finding serial numbers.—**

Before 1895, look under subject in Poore or Ames and find reference like this: H.E. 48-1, v.10, no.1. Look in Checklist, 1789-1909 for corresponding serial number under 48th Congress, 1st session, House executive documents, v. 10 and find at the left the serial number 2190.

1895-June 1899, look for subject in Document Catalogue and find a reference similar to those in Ames. Then turn to the letter C in the Document Catalogue itself and in Congressional documents list, find a schedule similar to the one in the Checklist. Serial number is given in brackets. (Checklist may be used as above instead.)

July, 1899-June 30, 1915 (date covered by last volume of Document Catalogue) look for the subject in the Document Catalogue, then, if the serial number is not given in bold-face type with the reference, turn to the department or bureau which issued the document originally and find the serial number in bold-face type after the title and imprint of the document.

July, 1915-Nov. 1918 (from the last date of the latest volume of the Document Catalogue to the date of the latest volume of the Document Index) look for the subject in the Document Index, then turn to the back of the volume and find serial number in the same way as in the Checklist, either in Numerical Lists of Reports and Documents or in the Schedule of Volumes. Serial number is given at the right of the page.

CHAPTER XXIX

BIBLIOGRAPHY

382. **Definition and kinds.**—A bibliography is a list of books or articles by a certain author or about a certain subject.

383. **Author** bibliographies may be divided into two classes: one lists the works of an author only and the other includes also a list of criticisms of his work. The former is used chiefly by scholars who are making a study of an author or want information about the editions of one of his books. The latter is really a combination of an author and a subject bibliography, in which the author becomes in turn a subject. Examples of these are the following:

Slater, John Herbert. Robert Louis Stevenson, a bibliography of his complete works. London, Bell, 1914.

List of first and early editions of Stevenson's work.

Browne, Nina Eliza. A bibliography of Nathaniel Hawthorne. Boston, Houghton, 1905.

Includes both editions of Hawthorne's work and criticisms and biographies of him.

384. Bibliographies may be either **comprehensive** or partial. The former attempts so far as possible to list everything published. It is more useful when annotated; i.e. when it includes descriptions of the books, with estimates of their value.

Rand, Benjamin, comp. Bibliography of philosophy, psychology and cognate subjects. N. Y. Macmillan, 1905.

(Baldwin, J. M. Dictionary of philosophy and psychology, v.3.)

A very extensive subject bibliography, without annotations.

Larned, Josephus Nelson, ed. Literature of American history; a bibliographical guide. Boston, A.L.A. publishing board, 1902.

Although this does not aim to list everything on the subject, it is fairly comprehensive as it includes scholarly and elementary, good and bad material. Its special feature is critical notes written by authorities giving the value of the books.

385. **Partial bibliographies.**—The compiler of a partial bibliography may set a mechanical limit to the material he will include; e.g. periodicals only, or books and articles of a certain period or in a certain country or library; or he may select the references either with a view to excluding worthless material or to meeting the needs of a special class of people. A bibliography on the manufacture of sugar prepared for the use of a woman's club would be quite different from one on the same subject prepared for a chemist. Since an undergraduate student is not expected to make so exhaustive a study of the literature of a subject as a graduate student, he will find a selected bibliography of the most practical value. As Dr. Francis G. Peabody says, "a perfect (i.e. complete) bibliography may justify pride in the compiler, but may provoke despair in the reader".

386. Some bibliographies with mechanical limits to the inclusion of references are the following:

Fish, Daniel. Lincoln bibliography. N. Y. Tandy, c1906.

Limited to books and pamphlets about Lincoln.

Richardson, Ernest Cushing. An alphabetical subject index . . . to periodical articles on religion, 1890-99. N. Y. Scribner, 1907.

Limited to periodical articles.

Griffin, Appleton Prentiss Clark. Bibliography of American historical societies (the United States and the Dominion of Canada) 2d ed. rev. and enl. Washington, Government printing office, 1907. (American historical association. Annual report, 1905. v.2.)

Might be regarded as a collection of author bibliographies for American historical societies considered as authors, but its very minute indexes of subject and (individual) authors and biographies makes it a subject bibliography of references to society publications only on American history.

Shearer, Augustus Hunt. List of documentary material relative to state constitutional conventions 1776-1912. Chicago, Newberry library, 1915.

Documents, excluding books in trade and periodicals.

U. S. Advisory committee for aeronautics. Bibliography of aeronautics, 1909-1916. Washington, Government printing office, 1921.

Extensive bibliography, limited only by dates of publications.

British science guild. A catalogue of British scientific and technical books. London, British science guild, 1921.

Aims to be a complete list of scientific and technical books, other than those intended for primary schools or similar elementary volumes, *in print in the United Kingdom.*

New York public library. Armenia and the Armenians. N. Y. New York public library, 1919.

Listed all printed material on the subject in that library.

387. Two examples of bibliographies with selected references are:

Gross, Charles. The sources and literature of English history from the earliest times to about 1485. 2d ed. rev. and enl. London, Longmans, 1915.

Worthless books are excluded except for a few listed with warning notes. Annotations and full index make it one of the most valuable of bibliographies.

Channing, Edward, Hart, A. B. and Turner, F. J. Guide to the study and reading of American history. Rev. and augmented ed. Boston, Ginn, 1912.

The requirements of teachers and students of history influence the selection and arrangement of material in this bibliography.

388. Bibliographies vary in their arrangement. The references may be arranged alphabetically by author as in Fish, *Lincoln bibliography;* or by subdivisions of the subject as in Richardson, *Periodical articles on religion;* or combining author and subject in one alphabet in dictionary catalog form, as in the *Bibliography of aeronautics.* More often, however, they have a classified arrangement. The classification may be by form, i.e. with the books, documents, periodical articles, etc. separated; by the point of view of the authors, e.g. a list for a debating team with the articles supporting the affirmative separated from the negative; or by the natural subdivisions of the subject. In some lists it is thought best to have the references arranged by date of publication, showing the development of the subject. An author index is desirable except for the bibliographies arranged by author. The following are examples of classified bibliographies:

Franklin, Margaret Ladd. The case for woman suffrage. N. Y. National college equal suffrage league, 1913.

For each class of references—books, Congressional reports, leaflets, plays, articles in periodicals—the arrangement is chronological, the first book reference being "ca, 380 B.C. Plato".

U. S. Library of Congress. Select list of references on capital punishment. Washington, Government printing office, 1912.

References divided into favorable and opposed.

Munro, William Bennett. A bibliography of municipal government in the United States. Cambridge, Mass. Harvard university press, 1915.

Classified arrangement includes such topics as manager plan, municipal ownership, censorship of amusements.

389. **Catalogs and Indexes.**—There are two other kinds of lists which are sometimes called bibliographies, but which have certain distinguishing features from the bibliography as usually defined. One is the catalog, either of a library or of all books published by a certain publisher or group of publishers. A portion of a catalog may be taken as the foundation of a bibliography, as when one copies from the card catalog of a library or from the *U. S. Catalog* the entries which are found under a given author or subject, but this copied part in itself would make neither a complete nor a selected bibliography, since the limitations would be those of necessity rather than choice. A list of the books issued by the publishers of a certain country is, however, called a "trade bibliography," though the use of the term bibliography in this case hardly conforms to the customary definition.

The other list similar to a bibliography is the Index, of which examples are *Readers' guide*, Ames, *Compre-*

hensive index to the publications of the U. S. government, and Baker, *Guide to best fiction.* These are limited by form of material included rather than subject matter; i.e. as in the above examples to periodicals, documents, or novels. Indexes and catalogs are helps in preparing bibliographies, rather than bibliographies in themselves.

HOW TO FIND BIBLIOGRAPHIES

390. **Encyclopedias.** One of the features which is expected of the modern reference book is bibliographical information. All its articles on subjects of importance which have been sufficiently developed to have a literature are followed by bibliographies.

391. **Treatises.** Textbooks and treatises of the day, like reference books, are expected to furnish bibliographies, which are called by the various titles of *Authorities; Bibliography, Book list, Reading list, References, Sources,* etc. These bibliographies are found in different places in books: near the front, in an appendix, or at the beginning or end of chapters. Some books, especially the older ones, have bibliographical references in footnotes or insets in the margins, instead of collected into a list. Such references are often given by very abbreviated titles, which may be explained in full in a list at the beginning or end of the book or volume. A few examples of valuable bibliographies in treatises are those in *Cambridge History of English Literature, American Nation,* Sidney Lee, *Queen Victoria.*

392. **Periodicals.** Several periodicals in special lines contain bibliographies of current material; e.g. *American City, American Gas Association Monthly.* Ex-

cellent bibliographies on various subjects are printed in the *Bulletin of Bibliography,* issued quarterly by the F. W. Faxon Co. of Boston, and in *Special Libraries,* a periodical devoted to the interests of technical and business libraries. Municipal, state, and federal departments, bureaus, and libraries are responsible for a great many of the bibliographies published. Libraries printed about one hundred fifty in 1921[16] and the U. S. government, about three hundred in the year ending June 1921.[17] Many of these come out in bulletins, but some are separates.

393. **Separate bibliographies.** Besides the government agencies, frequent sources of separate bibliographies are college faculties, societies, and the publishers of periodical indexes.

The Library of Congress issues many printed and typewritten bibliographies, chiefly on economic, political and historical subjects. A list of them is in Swanton, *Guide to government publications,* p. 122-24.

The Drama League of America publishes selected lists of plays and works on dramatic subjects.

The H. W. Wilson Co. publishes club study outlines, with bibliographies, as well as the Handbook series. (See section 193).

Current bibliographies are listed by subject in the *Library journal* and the *Public affairs information service bulletin.*

394. **Manuscript and typewritten bibliographies.**— In using printed bibliographies a student must bear in mind that he will find therein some references which are

[16] Bulletin of bibliography. January-April, 1922. p. 125-27.
[17] U. S. Superintendent of documents. Monthly catalogue of U. S. documents. Index, 1920-21, nos. 307-318, p. xvi-xviii.

not in the library in which he happens to be and that he will have to cull the available material with the aid of the card catalog or a general knowledge of the resources of the library. He is therefore pleased when he finds that his library has on file a manuscript or typewritten bibliography, which contains only material in the library and which has call numbers or other designation of shelving noted upon it.

HOW TO MAKE A BIBLIOGRAPHY OR REFERENCE LIST

395. In many courses students are required to make bibliographies, either to precede or accompany papers. The following suggestions are made for preparing accurate, consistent and well selected bibliographies.

396. **Preliminaries.** It saves time in the end to consider plans and investigate the subject a little before beginning the actual collecting of references for a bibliography. Deciding beforehand upon the **bibliographical details** to be included will obviate the necessity of returning again and again for some overlooked item such as the date or call number. A satisfactory bibliography notes references with sufficient fulness to identify them easily, including the following:

1. In reference books: author, title, edition if other than the first, place of publication, publisher, and date of the book; and the author, title, volume, and inclusive pages of the article.

2. In other books,

a. Whole books: call number, author, title, edition if other than the first, place of publication, publisher, date, and number of pages or volumes.

b. Parts of books: call number, author, edition if other than the first, title, place of publication, publisher, and date of the book; and title and inclusive pages of the chapter or section.

c. Periodical articles: the title of the periodical and the volume, inclusive pages, author, and title of the article, with the date of the issue of the periodical (day and month as well as year).

Even though the bibliography is not to be annotated, it is desirable to make very brief **notes**[18] indicating the scope, point of view, and relative value of the references as an aid in selecting and sorting them for the final copy. Recording the references each on a separate slip also facilitates the arranging of them.

Finally, it is essential before preparing a bibliography to **understand the scope** of the subject. Read an account of it in a reference book, or, if it is too new a subject for that, read as general a magazine article about it as you can find. Then look at the subject from different angles. For example, consider the topic, English cathedrals. This may be regarded from the viewpoint of church architecture or of English architecture, of travellers' descriptions or of the religious history of England, or of the present government and usage of the Church of England. You should consult different classes of books for these different phases of the one subject and you may think of several headings to consult in the catalog and indexes. Be on the lookout always for bibliographical suggestions in books and articles as you look them over.

[18] cf. Rice. *Lessons on the use of books.* p. 110-14, on Note taking. Ward. *Practical use of books.* p. 77-78, on Taking notes.

397. **Collecting and selecting the references:** The shorter the bibliography the more necessary it is to select the best and also the most varied material. Some of the points considered in judging the value of books for reference use may be considered likewise in evaluating them for a bibliography. The brief notes on the references recommended for the first draft of the bibliography should help in keeping the list well balanced. If, for example, you find on comparing references that a magazine article is merely an uncritical summary of a book that is also represented among your slips, you should not ordinarily list both in the same bibliography; but if, on the other hand, you find that it is truly a criticism by a man equal in authority to the author of the book, you would have good reason to include both views of the subject.

The following directions may serve as reminders of the possible resources:

Books.

1. Select books from those listed in the card catalog on the topic, noticing as a basis of selection authors, dates, publishers, etc.

2. Examine bibliographies which may be found in them for new titles.

3. List articles in reference books and their bibliographies.

4. Consult the bibliographies, indexes, and special catalogs available on the subjects which include the different phases of the topic; e.g. Gross, *Sources of English History* and Boston Public Library, *Books on Architecture.*

5. Look for chapters in books by consulting the *"A.L.A." Index to General Literature* (see section 257) and *Readers' Guide* (see section 98). It may be necessary to look for chapters in books of a broader scope than the special topic on which you are working; e.g. books on history of architecture for chapters on cathedrals.

Periodical articles.

Consult the magazine indexes to find articles published in periodicals. (See section 107). Carefully examine articles to see whether they are worth including.

398. **Arranging and copying the list.**

The general arrangement of the list varies with the subject, but whatever method of entry and arrangement is decided upon it should be followed consistently. In a short bibliography, which does not require a special grouping of references according to subdivisions of the subject, a convenient arrangement is to divide the references into two groups: one of books and the other of periodical articles, and then arrange the first group alphabetically by authors, and the second group alphabetically either by authors of the articles, or by the titles of the periodicals. In case of anonymous books and articles the entries and arrangement should be by title. After the references are arranged, copy them on sheets, with two line spaces between entries.

399. The following bibliographies show two methods of entering and arranging the same material.

SAMPLE BIBLIOGRAPHY 1.

ENGLISH CATHEDRALS

A LIST OF REFERENCES

BOOKS

282
Abie
v.2
Abbey, Charles John and Overton, John Henry. The English Church in the eighteenth century. London, Longmans, 1878.
v.2, p.485-87. Church music; cathedrals.

726.6
B64c4
Bond, Francis. The cathedrals of England and Wales. 4th ed. London, Batsford, pref. 1912. 493p.

283
C98d4
Cutts, Edward Lewes. Dictionary of the Church of England. 4th ed. London, Society for promoting Christian knowledge, 1913.
p.122-31. Cathedral.

Encyclopaedia Britannica. 11th ed. Cambridge, Eng. University press, 1910.
v.5, p.521-23. Cathedral architecture, by R. P. Spiers.

914.2
G79c
Great western railway company of England. The cathedral line of England: its sacred sites and shrines. London, Published by the author, 1908. 72p.

726.6
M38c2
Massé, Henri Jean Louis Joseph. The cathedral church of Bristol. 2d ed. London, Bell, 1910. 112p.

726.6
M38ca3
———. The cathedral church of Gloucester. 3d ed. London, Bell, 1910. 133p.

PERIODICALS

Century. New series, v.11, p.724-35. March 1887. The cathedral churches of England, by M. G. van Rensselaer.

Living age. v.194, p.367-70. 6 Aug. 1892. Curiosities in our cathedrals.

780.5
MUS
v.14
Musician. v.14, p.178-79. April 1909. Observations about some English cathedrals, by J. L. Erb.

SAMPLE BIBLIOGRAPHY 2.

ENGLISH CATHEDRALS

A LIST OF REFERENCES

BOOKS

282
Abie
v.2
Abbey, C. J. and Overton, J. H.
Church music; cathedrals. (In their English Church in the eighteenth century. London, Longmans, 1878. 2:485-87.)

726.6
B64c4
Bond, Francis.
The cathedrals of England and Wales. 4th ed. London, Batsford, pref. 1912. 439p.

283
C98d4
Cutts, E. L.
Cathedral. (In his Dictionary of the Church of England. 4th ed. London, Society for promoting Christian knowledge, 1913. p.122-31.)

914.2
G79c
Great western railway company of England.
The cathedral line of England: its sacred sites and shrines. London, Published by the author, 1908. 72p.

726.6
M38c2
Massé, H. J. L. J.
The cathedral church of Bristol. 2d ed. London, Bell, 1910. 112p.

726.6
M38ca3
———
The cathedral church of Gloucester. 3d ed. London, Bell, 1910. 133p.

Spiers, R. P.
Cathedral architecture. (Encyclopaedia Britannica. 11th ed. Cambridge, Eng. University press, 1910. 5:521-23.)

PERIODICALS

Curiosities in our cathedrals. (Living age. 194:367-70. 6 Aug. 1892.)

780.5
MUS
v.14
Erb, J. L.
Observations about some English cathedrals. (Musician. 14:178-79. April 1909.)

Van Rensselaer, M. G.
The cathedral churches of England. (Century. n.s. 11:724-35. March 1887.)

APPENDIX I

QUESTIONS FOR ORAL REVIEW

1. What is meant by "classification" as applied to libraries?
2. What system of classification is used in your college library? Name the main classes.
3. Explain the terms (1) shelf list, (2) card catalog, (3) reference book, (4) reserve book, (5) title page, (6) copyright, (7) scope of the book, (8) bibliography, (9) guide card, (10) cross reference.
4. Distinguish between the terms (a) subject heading and title entry in the card catalog; (b) table of contents and index in a book; (c) call number, classification number and book number.
5. Are there any collections of books for general reading in this library? Describe them.
6. Give the location in this library of (1) recent numbers of popular magazines, (2) slightly older unbound numbers of popular magazines, (3) bound volumes of popular magazines, (4) bound volumes of technical magazines.
7. What are some of the characteristics of a good reference book? Show how some work of reference studied in this course fulfills the requirements.
8. Name the three most important encyclopedias in English and characterize them briefly. What purpose do annual cyclopedias serve?

9. Name and describe briefly the four standard unabridged English language dictionaries, giving distinctive features of each.
10. What three classes of reference books are represented by the Century dictionary?
11. If you were buying a synonym dictionary, which one would you select?
12. Where would you expect to find something about a prominent American living today? A prominent Englishman? An actor? A musician? A person prominent in the field of agriculture in the U. S.?
13. Name 4 works in which you would expect to find a biographical sketch of an English painter who died during the last century. Which two would give the best bibliographies?
14. For pronunciation of proper names of people where would you look?
15. For pronunciation of names of places where would you look?
16. If you wish to find a poem and can remember only the first line, what reference book would you consult first?
17. If you wish to find a short story where would you look to find references to books or periodicals in which it has appeared?
18. Compare the last annual volumes of the Book review digest and Cumulative book index.
19. Where would you find the price and publisher of a certain book if you knew the author, the title, or the subject?

20. Where would you find listed books published last year on a certain subject? references to reviews of the most important of them?

21. What index to general periodical literature covers the 19th century? What index brings it down to date? Distinguish between the two in arrangement and information given.

22. Name several indexes to periodicals limited to special fields.

23. Where would you look for criticism of a book by an English or American author of the 19th century, e.g. Thackeray's Henry Esmond? Where would you look for criticism of books of the 20th century?

24. What is the scope of Warner's Library of the world's best literature? For what would you use it?

25. Distinguish as to scope and arrangement between (a) Statesman's year-book, (b) Annual register and (3) the New International year book.

26. Where would you look to find the source of some familiar quotation?

27. Name a standard cyclopedia or dictionary in the field of architecture; painting; music; education.

28. Name several works in which you could find population statistics for larger American cities.

29. Where would you look for a map of an important city? a map showing the products of a certain country? a map showing changes in boundaries of countries during a particular period?

30. Where would you look for the description of some city?
31. Where would you look for the duties of a department of the U. S. Government?
32. In what books of reference would you look for an extensive article on education in a particular country, e.g. Norway?
33. Give scope and arrangement of the Cambridge modern history and mention two features which make the work especially valuable.
34. Where would you expect to find an article about a mythological character? a noted name of fiction?
35. What class of books would you consult to identify a tree, a bird, or a flower?

REVIEW QUESTIONS ON THE CARD CATALOG

36. In what order are author, title and subject cards filed when the entry word is the same, e.g. steel?
37. How are cards arranged under the heading "History" for the more important countries, e.g. U. S.—History—Civil war, U. S.—History—Revolution, etc?
38. Under what heading in the card catalog would you look for
    a. publications of a government, e.g. annual report of the Department of Agriculture of the U. S.?
    b. publications of a society, e.g. proceedings of the National Education Association?
    c. periodicals; e.g. Atlantic Monthly, Engineering Magazine.

39. Give the complete subject heading for
    a. a bibliography on the cost of living
    b. a history of French literature
    c. a book of travels in France
    d. a periodical devoted to music
    e. a criticism of Tennyson's In memoriam
40. Write the first lines for all the cards which would be made in the catalog for
    a. David Copperfield, by Charles Dickens
    b. Seven lamps of architecture, by John Ruskin
    c. History of philosophy, by Alfred Weber

APPENDIX II

SAMPLE PROBLEM

To the Instructor:

The results to be attained by the students from working out the problems are (1) familiarity with reference books and library records through the actual use of them, (2) knowledge of the methods of looking up definite facts, and (3) ability to record references in an accepted bibliographical form. In all cases in this work *how* and *where* the answers to the questions are found are more important than the information itself. Problems should therefore bring out special features in arrangement and scope of the books consulted; e.g. indexes, supplements, appendices, special lists and tables.

In large classes, to avoid the confusion which arises when all students use the same catalog drawers or volumes of reference books, it is desirable to make several parts for each question and indicate by cancellation or checks the parts to be answered by each student. (Notice the use of the check in the following problem.)

Usually the instructor should require the students to confine their study to a specified part of the manual in order that they may concentrate on definite reference sources and become familiar with them. Occasionally, however, a review problem should be given or a "review question" be incorporated in the regular problem, in answering which the student may use any of the library's resources.

Questions should be in such a form that the student, after consideration of them in connection with the sections on which the problem is based, will have a definite idea as to what sources he should consult first. (It is necessary to urge the students to read carefully the assigned sections in the manual before undertaking to work the problems.)

Care should be taken to select and word the questions in such a way that the student will be unable to answer all of them

from one or two books only and yet will be able to find satisfactory answers which leave no doubt in his mind that he has found the desired information.

In general, it is important to keep the viewpoint and previous preparation of the students in mind and to select as far as possible subjects for questions which will not require more knowledge than can be expected of the average undergraduate and which will relate to his interests either outside or within the curriculum.

PROBLEM

(Name of College)

Library Science 12
Section E
April 15, 1922
Problem due April 22, 1922

Problem 10
Literature: Indexes and Quotations

Based on Guide, ch.20, sec. 244-67.

In questions with similar parts (e.g. 1, b) answer the part that is checked (√).

1. Give the information and the reference to where you can find

   a. the name of the author of the poem entitled The jumblies.

   E. Lear.

   Granger, Edith. Index to poetry and recitations. Rev. ed. p.156.

   b. the author and title of the poem whose first line is:

   "Boot, saddle, to horse and away!"

   √ "Three fishers went sailing away to the West"

   Kingsley. The three fishers.

   Granger, Edith. Index to poetry and recitations. Rev. ed. p.967.

c. the title of a rather familiar poem by "Father Ryan" about Robert Lee's sword.

The sword of Robert Lee.

Granger, Edith. Index to poetry and recitations. Rev. ed. p.552.

2. a. What is the title of the volume of Emerson's works in which his essay on culture appears?

Conduct of life.

b. Where did you find this information?

The "A.L.A." index to general literature. 2d ed. p.147.

c. Give the call number of the book containing this essay if it is in the library.

814

Em3co

3. a. Of whom was it written "Her home is on the deep?"

√ that he had a "clasp of things divine?"

Chaucer

b. Give author and title of the poem from which the above words were taken, and a reference to the collection of quotations used.

Browning, E. B. Vision of poets.

Bartlett, John. Familiar quotations. 10th ed. p.657.

4. Where can you find

a. the name of the author of the short-story entitled On trial?

Firkins, I. T. E. Index to short stories. p.251

b. (1) References to books and periodicals in which Bret Harte's Tennessee's partner has been published?

——— ——— *p.135.*

(2) Give the title of a periodical and the volume of Bret Harte's short-stories in which this has been published.

Overland monthly.

Luck of Roaring Camp.

5. a. Give a reference to a list of reviews of Lytton Strachey's Queen Victoria published in 1921.

Book review digest, 1921. p.410-11.

b. Is the review in the American historical review entirely favorable?

No.

6. a. Where is there a list of ten or more novels picturing the Spanish American war? √ the reign of Terror in France?

Baker, E. A. Guide to historical fiction. p.282.

b. Give the author and title of one.

Dickens, Charles. A tale of two cities.

7. Answer the following questions and also give references to books used.

a. Who is the publisher and what is the price of the edition of Gulliver's travels which is illustrated by Louis Rhead.

Harper. $1.50.

U. S. catalog, 1912-17. p.1984.

b. Who is the author of Athletes all?

W. C. Camp.

U. S. catalog; Supplement, Jan. 1918-June 1921. p.102.

c. Give author and title of a book published this year on auction bridge.

Wynne Ferguson. 1922 rules and laws of auction bridge.

Cumulative book index, Jan. 1922. p.25,150.

8. a. Where do you find a list giving brief plot of the best Scandinavian novels from 1800 to the present day?

Baker, E. A. Guide to the best fiction in English. New ed. p.612-19.

b. How many novels by Björnson are listed?

11.

c. What country furnishes the setting for his novel Synnöve Solbakken?

Norway.

9. Give reference to a book containing a group of quotations on

a. libraries

Hoyt, J. K. Cyclopedia of practical quotations. New ed. p.344-45.

b. sunflowers

——— ——— *p.245-46.*

10. Answer the following questions and give reference to where you found the information.

a. In what city is the periodical entitled "Printers' ink" published and what is the subscription?

New York. $3.

Severance, H. O. Guide to the current periodicals and serials of the United States and Canada. 4th ed. p.374.

Ayer, N. W. and Son. American newspaper annual and directory. 1922. p.698.

b. What is the name of its present editor, and what are the circulation statistics?

John Irving Romer. 18,345.

Ayer, N. W. and Son. American newspaper annual and directory. 1922. p.698.

11. a. Compare Hoyt's Cyclopedia of practical quotations and Bartlett's Familiar quotations in regard to general arrangement.

Hoyt: arranged alphabetically under subject of quotation.

Bartlett: arranged chronologically under author of quotation.

b. Give a question (and page reference to the answer) which can be more easily and satisfactorily answered from the collection made by Hoyt.

Where are there a number of quotations on various rivers of the world? p.530-33.

INDEX

NOTE. The numbers refer to sections, not to pages.

A.L.A. index, 257
Abbreviations, 87; filing in card catalog, 65
Advertising, 345-46
Aeronautics, bibliography, 386
Agricultural index, 294
Agriculture, 292-307; directories, 311
Allen. Synonyms and antonyms, 126
Allibone. Critical dictionary of English literature, 237; Poetical quotations, 248; Prose quotations, 249
Almanacs, 113-18
Alphabetizing, card catalog, 62-76
Altitudes, 281
American anthology, 232
——— history and encyclopedia of music, 273
——— library association index, 257
——— literature, 224, 226, 232, 237-38
——— natural history, 287
——— newspaper annual, 266
——— school of correspondence. Cyclopaedia of commerce, 337
——— year book, 191
Ames. Comprehensive index to the publications of the U.S. government, 378.
Analytical cards, 50-52
Animals, *see* Zoology
Annual cyclopedias, 113-18, 167, 191
——— magazine subject-index, 100
——— register, 115
Anthologies, 228-33
Appendix of a book, 85
Appleton's annual cyclopaedia, 167
——— cyclopaedia of American biography, 138
Architects, directories, 341
Architecture, 268-69
Argentine year book, 194
Armenia, bibliography, 386
Arrangement of cards in the catalog, 62-76
Art, 268-75
Associations, catalog cards, 61
Athena, 366
Atkinson. Studies of American fungi, 286
Atlases, 148-54, call number, 23,no. *14*; explanation of index, 143.

Atlases, agricultural, 298; geological, 279-80; historical, 171-75
Australia official year book, 194
Author cards, 29; filing, 64-69; government, 57; institution, 58-60; joint authors, 48; society, 61
——— numbers, 19
Automobile engineering, 332
Ayer. American newspaper annual, 266

"B", use instead of classification number for biography, 17
Bailey. Cyclopedia of American agriculture, 292; Standard cyclopedia of horticulture, 293
Baird's manual of American college fraternities, 367
Baker. Guide to historical fiction, 259; Guide to the best fiction, 258
Bankers' blue book, 347
——— directory, 347
——— encyclopedia, 348
Banking, 347-48
Bartholomew. Advanced atlas of physical and political geography, 153; Atlas of economic geography, 154
Bartlett. Familiar quotations, 245
Bent. Familiar short sayings, 250
Bible, 216; concordance, 218; dictionary, 217
Bibliography, annotated, 384; arrangement, 388; author, 383; call number, 23, no. *19*; catalog subject card, 45, 69; comprehensive, 384; defined, 382; distinguished from catalog and index, 389; how to find, 390-94, 192; how to make, 395-99; partial, 385-87; selected, 387
Binding department, 3
Biography, call number, 23, no. *16-18*, *23*; catalog subject cards, 41-42, 69, 135; classification of, 17; classical, 176, 178; reference books, 135-42
Birds, 288-89
Blanchard. American highway engineers' handbook, 333
Bliss and Binder. New encyclopedia of social reform, 190
Book, parts of, 77-86
——— number, 21
——— of days, 211
——— prices, 264-65
——— review digest, 262
——— reviews, 262-63. *See also* Magazine indexes, 96-98, and Collections of criticism, 237-38
Booklist, 263
Books, arrangement, 19-23
Botany, 282-86, 293
Bradstreet company, 352
Brand. Popular antiquities, 212

Brewer, D. J. World's best essays, 236; World's best orations, 235
——— E. C. Dictionary of phrase and fable, 241; Historic note-book, 164; Reader's handbook, 240
British science guild. Catalogue of British scientific and technical books, 386
Brockhaus' konversations-lexikon, 112
Brooklyn Eagle almanac, 118
Browne. Bibliography of Nathaniel Hawthorne, 383
Bryan. Dictionary of painters, 270
Bryant. New library of poetry and song, 230
Bulletin of bibliography, 103, 392
Business, 337-59
Butterfly book, 290

"C", use instead of classification number for college publications, 17, 23,no.2
Call numbers, 19-23
——— slips, 8, 32
Cambridge history of American literature, 224
——— history of English literature, 223
——— modern history, 161
Canada year book, 194
Capital punishment, bibliography, 388
Card catalog, 26-76; filing, 62-76
Card catalog index of experiment station literature, 296
——— ——— to publications of the U.S. Department of agriculture, 297
Carman. World's best poetry, 228
Catalog distinguished from bibliography, 389. *See also* Card catalog
——— department, 3
Catholic encyclopedia, 220
Census of the U.S., 208
Century atlas of the world, 148
——— cyclopedia of names, 122
——— dictionary, 122
Chambers. Book of days, 211; Cyclopaedia of English literature, 227
Champlin. Cyclopedia of painters, 271
Channing, Hart, and Turner. Guide to American history, 387
Chapman. Handbook of birds, 289
Checklist of U.S. public documents, 376
Chemical catalog co. Condensed chemical dictionary, 277
Chemistry, 276-77
Chicago daily news almanac, 118
China year book, 194
Chisholm. Handbook of commercial geography, 146

Christy. Proverbs, maxims and phrases, 253
Circulation department. *See* Loan department
City directories, 342
Classical antiquities, 176-79
Classification, definition, 9; notation, 10; systems, 11-18
Clothing, 314-18
College library, 2-8
——— publications, catalog cards, 58-60
Color in everyday life, 313
Commerce, 337-59, 192
——— reports, 357
Commercial atlas of America, 149
——— atlas of foreign countries, 150
——— geology, 279
——— register of the U.S., 339
Compiler card, 49
Comprehensive index, 379
——— ——— Ames, 378.
Concordances, 256
Congressional directory, 196
——— documents, 374-75
——— record, 203
Consolidated index, 380
Constitutions, 160, 198-200
Copyright date, 79
Costume, 315-18
Crabb. English synonymes, 127
Crain's market data book, 345
Criticising a book, 90
Criticism, call number, 23,no. *8, 10-11*; catalog subject cards, 43-44, 69-70; collections, 237-38; in magazines, 93; indexes, 262-63. *See also* Magazine indexes, 96-98
Cross reference cards, 35-37; filing, 73
Cumulative book index, 265
Curiosities of popular customs, 210
Current events, index, 168; magazines, 93
Customs, 209-13
Cutter classification, 12
——— numbers, 19
Cyclopedia of American agriculture, 292
——— of American government, 187
——— of applied electricity, 331
——— of civil engineering, 327
——— of engineering, 326
——— of English literature, 227

Daily news almanac, 118
Dates, Dictionaries of, 164. *See also* Current events
Day. Collacon, 251
Debates and debating, 165, 190, 193
Decimal classification, 14-18
Departmental libraries, 5
Depository libraries, 374
Descriptive catalogue of government publications, 377

Desk standard dictionary, 124
Dewey. Decimal classification, 14-18
Diccionario enciclopédico hispano-americano, 112
Dictionaries, 119-34
Dictionary card catalog, 28
———— of medieval romance, 243
———— of national biography, 137
———— of phrase and fable, 241
Directories, agriculture, 311; architects, 341; city, 342; education, 364-66; government, 203-04; home economics, 311; magazines, 266-67; manufacturers, 338-41; newspapers, 266; publishers, 264-65, 341; shippers, 338
Directory of agricultural and home economics leaders, 311
———— of directories, 344
Document catalogue, 379
———— index, 380
Dodd. Modern constitutions, 198
Domestic economy, 308-24
Doubleday, Page and co.'s geographical manual, 151
Drama league, 392
Dramatic index, 103
Dress, 315-18
Droysen. Allgemeiner historischer handatlas, 175
Dun's mercantile agency, 352
Eberlein and McClure. Practical book of period furniture, 320
Eberlein, McClure and Holloway. Practical book of interior decoration, 319
Economics, 188-95
Edition, 78; call number, 23, no.4, 21; on catalog card, 54
Editor card, 49
Edmund and Williams. Toaster's handbook, 255
Education, 360-69; directories, 364-66
Edwards. Words, facts and phrases, 243
Electricity, 331
Encyclopedia Americana, 111
Encyclopaedia Britannica, 109
———— of religion and ethics, 214
Encyclopedias, 108-18
Engineering, 325-36
———— index annual, 335
England, *see* Great Britain
English literature, 223, 227, 229, 233, 237-38
———— poets, 229
———— proverbs, 254
Engravers, 270
Essays, 236
Evaluation of a book, 90
Expansive classification, 12
Experiment station record, 305
Exporters' encyclopaedia, 354

"F", use instead of classification number for fiction, 17

Fact, fancy and fable, 243
Faiths and folklore, 213
Familiar quotations, 245
——— short sayings of great men, 250
Farmers' bulletin, 300
Fernald. English synonyms, 128
Fiction, classification, 17; indexes, 258-60; names, 240, 243
Filing, *see* Card catalog
Finance, 347-52
Finch and Baker. Geography of the world's agriculture, 298
Fine arts, 268-75
Firkins. Index to short stories, 260
Fish. Lincoln bibliography, 386
Five thousand facts and fancies, 243
Flowers, 282-83, 293
Folio, 23, footnote 8
Foods, 321-24
Foreign commerce and navigation of the U.S., 357
Fowler. Concise Oxford dictionary, 124
Franklin. Case for woman suffrage, 388
Fraternities, college, 367
French year book, 194
Frey. Sobriquets and nicknames, 243
Fugitive facts, 243
Fungi, 286
Funk and Wagnalls. New standard dictionary, 121
Furniture, 320

Gannett. Dictionary of altitudes in the U.S., 281
Gazetteer, 143-44
Geography, 143-58
Geologic atlas of the U.S., 280
Geology, 279-81
Gillette. Handbook of cost data, 333
——— and Dana. Handbook of mechanical and electrical cost data, 333
Glazebrook. Dictionary of applied physics, 278
Government, 186-203
——— city, bibliography, 388
Government documents, catalog cards, 57, 75
——— ——— state, 197, 202
——— ——— United States, 370-81; guide, 371; indexes, 376-80; agriculture, 295-307, commerce, 356-58, Congress, 196, 203; education, 362-64, 368; geology, 279-81; home economics, 309, Indians, 183; laws, 201; statistics, 207-08. *See also* U.S. Superintendent of documents. Price list
Government officials, 196
La grande encyclopédie, 112
Granger. Index to poetry and recitations, 261

Gray. New manual of botany, 282
Great Britain, almanacs, 115-17; history, 180-81; bibliography, 387
Great debates in American history, 165
Greece, ancient, 176-79
Griffin. Bibliography of American historical societies, 386
Grocer's encyclopedia, 323
Gross. Sources and literature of English history, 387
Grove. Dictionary of music, 272
Guide books, catalog subject card, 143
———— cards, 27
———— to current periodicals, 267
———— to historical fiction, 259
———— to the best fiction, 258
———— to U.S. government publications, 371

Handbooks, engineering, 333; historical, 164; literary, 239-43
Handy-book of literary curiosities, 243
Harmuth. Dictionary of textiles, 314
Harper's book of facts, 164
———— dictionary of classical literature and antiquities, 176
Harper's encyclopaedia of U.S. history, 182
Hastings. Dictionary of the Bible, 217; Encyclopedia of religion and ethics, 214
Haydn's dictionary of dates, 164
Hazell's annual, 116
Hazlitt. English proverbs, 254; Faiths and folklore, 213
Heading in card catalog, 28
Heilprin, *see* Lippincott's new gazetteer, 144
Hendricks' commercial register, 339
Heroes and heroines of fiction, 243
History; atlases, 171-75; bibliographies, 159; catalog cards, 40, 76; reference books, 159-84; sources, 159, 165-69, 184
———— for ready reference, 160
Hodge. Handbook of American Indians, 183
Holland. Butterfly book, 290; Moth book, 290
Home book of verse, 231
———— economics, 308-24
Hool. Concrete engineers' handbook, 333
Hopkins. Scientific American cyclopedia of formulas, 312
Hornaday. American natural history, 287
Horticulture, 293
Hough. Handbook of the trees, 284

Household science, *see* Home economics
Hoyt. Cyclopedia of practical quotations, 246
Hubbard. American history and encyclopedia of music, 273
Hymns, dictionary, 219

Illustrator card, 49
Index distinguished from bibliography, 389
——— generalis, 366
——— of a book, definition and description, 86
Indexes to general literature, 257
Indian year book, 194
Indians, American, 183
Industrial arts index, 104
Interior decoration, 313, 319-20
Interlibrary loans, 4
International index to periodicals, 99
——— library of technology, 328
Introduction of a book, 83
Investments, 349-52

Japan year book, 194
Jewish encyclopedia, 221
Joint author card, 48
Journal of agricultural research, 304
Judging a book, 90
Julian. Dictionary of hymnology, 219

Kelly's directory of merchants, 338
Kent. Mechanical engineers' pocket-book, 333
Ketchum. Structural engineers' handbook, 333
Kettleborough. State constitutions, 200
Kretschmer. Die trachten der völker, 317

Lalor. Cyclopaedia of political science, 188
Language, catalog cards for, 40
Larned. History for ready reference, 160; Literature of American history, 383
Larousse. Grand dictionnaire universel, 112
Lathrop. Rhymers' lexicon, 133
Laws, 198-202
Lee. *See* Dictionary of national biography, 137
Libraries, departmental, 5; depository, 374
Library, college, 2-8
——— of American literature, 226
——— of Congress, bibliographies, 393; classification, 13; printed cards, 33-34; select list of references on capital punishment, 388
——— of literary criticism, 238
——— of the world's best literature, 225
——— regulations, 7

Lippincott's biographical dictionary, 136
——— home manuals, 310
——— new gazetteer, 144
Literature, cataloging of, 40; reference books, 222-67. *See also* Criticism
Little. Cyclopedia of classified dates, 164
Loan department, 3, 8
Loans, interlibrary, 3
Longfellow. Cyclopaedia of works of architecture, 269
Loring. Rhymers' lexicon, 133
Low and Pulling. Dictionary of English history, 180
Lyford. Bibliography of home economics, 309

Machinery's encyclopedia, 330
——— handbook for machine shop and drafting room, 333
McLaughlin and Hart. Cyclopedia of American government, 187
Magazine indexes, 95-106; agricultural, 294; engineering, 104, 334-35; suggestions about the use of, 107
——— subject-index, 100
Magazines, 6, 92-107; call number 23, no.*13*; catalog cards, 46-47; classification, 15; directories, 266-67, 345; list of standard, 93; shelf list card, 25
Mallory's statutes, 201
Manufacturers, 338-41
Maps, 143, 156-58; subject catalog card, 143
March. Thesaurus dictionary, 130
Market data book, 345
Markets, 306, 345
Marks. Mechanical engineers' handbook, 333
Mathews. Field book of American wild flowers, 283; Field book of American trees and shrubs, 283
Mawson. Geographical manual, 152; Standard thesaurus of English words and phrases, 132
Merriman. American civil engineers' handbook, 333
Mexican year book, 194
Meyers grosses konversationslexikon, 112
Mill. International geography, 145
Miller. Great debates in American history, 165
Minerva jahrbuch, 366
Modern eloquence, 234
——— shop practice, 329
Monroe. Cyclopedia of education, 360
Monthly catalog U.S. public documents, 372
——— record of current educational publications, 368
Moody's analyses of investments, 349
——— manual of railroads and corporation securities, 351

Mosher. More toasts, 255
Moth book, 290
Moulton. Library of literary criticism, 238
Mulhall. Dictionary of statistics, 205
Municipal government, 388
Munro. Bibliography of municipal government, 388
Murray. New English dictionary, 123
Mushrooms, 286
Music, 272-75
Mythology, 136, 176-79

National cyclopaedia of American biography, 139
New encyclopedia of social reform, 190
——— English dictionary, 123
——— Hazell annual, 116
——— international dictionary, 120
——— international encyclopaedia, 110
——— international year book, 114
——— library of poetry and song, 230
——— Schaff-Herzog encyclopedia of religious knowledge, 215
——— South Wales official year book, 194
——— standard dictionary, 121
New York Public Library. Armenia and the Armenians, 386
——— York Times index, 168
——— Zealand official year book, 194
Newfoundland year book, 194
Newspapers, directories, 266
Newton. Dictionary of birds, 288
Noted names of fiction, 243
Nuova enciclopedia italiana, 112

Official guide of the railways, 353
Orations, 234-35
Order department, 3
Oxford dictionary, 123

Painting, 270-71
Palgrave. Dictionary of political economy, 189
Pamphlets, catalog cards, 55
Patterson's American educational directory, 365
Peck. Harper's dictionary of classical literature and antiquities, 176
Peele. Mining engineers' handbook, 333
Pender. Handbook for electrical engineers, 333
Periodicals, *see* Magazines
Philosophy, bibliography, 383
Phyfe. Five thousand facts and fancies, 243
Physics, 278

Place, arrangement of catalog cards, 74-75
Planché. Cyclopaedia of costume, 316
Ploetz. Manual of universal history, 162
Poetry, collections, 228-33; index, 261
Political economy, *see* Economics
——— science, 187-88
Polk. Directory of directories, 344
Poole. Historical atlas, 173
Poole's index, 96-97
Poore. Descriptive catalogue of the government publications of the U.S., 376
Poor's manual of the railroads, 350
Popular antiquities, 212
Practical book of interior decoration, 319
——— book of period furniture, 320
Preface of a book, 80
Price list, *see* U.S. Superintendent of documents
Proverbs, 253-54
Public affairs information service. Bulletin, 192
——— documents, *see* Government documents; U.S. public documents
Publishers, directories, 264-65
Putnam. Tabular views of universal history, 163
Quarto, 23, footnote 8
Quotations, 244-55

Racinet. Le costume historique, 318
Railroads, 350-51, 353
Rand. Bibliography of philosophy, 383
——— McNally. Bankers' directory, 347; Commercial atlas of America, 149; Commercial atlas of foreign countries, 150
Readers' guide, 98
——— ——— supplement, 99
Reader's handbook of famous names, 240
Reading, suggestions, 6
Reddall. Fact, fancy and fable, 243
Reed. Modern eloquence, 234
Reference books, 6, 88-91
——— department, 3, 8
Register of American manufacturers, 340
Regulations, *see* Library regulations
Religion, 214-21; bibliography, 386
Reserve books, 8
Reviews of books, *see* Book reviews
Rhyming dictionaries, 133-34
Richardson. Alphabetical subject index to religion, 386
Riemann. Dictionary of music, 275

Rogers. Tree book, 285
Roget. Thesaurus of English words and phrases, 131
Rome, ancient, 176-79
Rules, *see* Library regulations
Russian year book, 194

Sandys. Companion to Latin studies, 179
Schaff. New Schaff-Herzog encyclopedia of religious knowledge, 215
Science, 276-91; bibliography, 386
Scientific American cyclopedia of formulas, 312
Scope of a book, 90
"See also" card, 37; filing, 73
"See" card, 35-36
Serial number, 375; how to find, 381
——— set, 374-75; indexes, 376-80
Series card, 53
Severance. Guide to current periodicals, 267
Shearer. List of documentary material, 386
Shelf list, 25
Shelving, 19-24
Shepherd. Historical atlas, 172
Sherman. Food products, 321
Shippers, directory, 338
"Shipping world" yearbook, 355
Short stories, index, 260
Slater. Robert Louis Stevenson, 383
Smith, J. R. World's food resources, 322
Smith, W. Dictionary of Greek and Roman antiquities, 177; Dictionary of Greek and Roman biography and mythology, 178
Sobriquets and nicknames, 243
Societies, catalog cards, 61
Sociology, 185-213
Soule. Dictionary of English synonymes, 129
Sources, historical, 159, 165-69, 184
South African year book, 194
——— American year book, 194
Special libraries, 392
Spence. Dictionary of medieval romance, 243
Standard cyclopedia of horticulture, 293
——— dictionary, 121
——— handbook for electrical engineers, 333
——— thesaurus, 132
State constitutional conventions, bibliography, 386
——— constitutions, 200
State laws, 202
State manuals, 197
Statesman's year-book, 186
Statistical abstract of the U.S., 207
Statistics, 204-08
Stedman. American anthology, 232; Victorian anthology, 233
——— and Hutchinson. Library of American literature, 226

Stephen. *See* Dictionary of national biography, 137
Stevenson. Home book of verse, 231
Stieler. Atlas of modern geography, 151
Stories, *see* Fiction, Short stories
Sturgis. Dictionary of architecture, 268
Subject card, 31; filing, 69-76; headings, 38-46
Survey of current business, 357
Swan. Dictionary of contemporary quotations, 252
Swanton. Guide to U.S. government publications, 371
Synonym dictionaries, 125-32

Table of contents in a book, 81
Tabular views of universal history, 163
Telephone directories, 342
Textiles, 314
Thesaurus of English words and phrases, 131
Thomas' register of American manufacturers, 340
Thomas. Universal pronouncing dictionary of biography, 136
Thompson. Directory of mailing lists, 342
Thorne. Fugitive facts, 243
Thorpe. Dictionary of applied chemistry, 276
Title card, 30; filing, 63, 72, 74-75
Title-page, 78
Toaster's handbook, 255
Trade bibliographies, 264-65
Translation, call number, 23, no. *12*, *15*
Translator card, 49
Trautwine. Civil engineer's pocket-book, 333
Travel books, catalog subject card, 143
Trees, 284-85

United States. Advisory committee for aeronautics. Bibliography of aeronautics, 386
——— Agriculture dept. Bulletin, 301; Card index of experiment station literature, 296; Card index to publications of the U.S. Dept. of agriculture, 297; Department circular, 302; Experiment station record, 305; Farmers' bulletin, 300; Journal of agricultural research, 304; Market reporter, 306; Monthly crop reporter, 306; Monthly list of publications, 307; National weather and crop bulletin, 306; Office of the secretary circular, 303; Weather, crops and markets, 306; Yearbook, 299
——— almanacs, 118
——— catalog, 264

United States. Census bureau. Census of the United States, 208
——— compiled statutes, 201
——— Congress. Congressional record, 203; Official Congressional directory, 196
——— Education bureau. Annual report, 362; Bulletin, 363; Educational directory, 364; Monthly record of current educational publications, 368
——— Foreign and domestic commerce bureau. Commerce reports, 357; Foreign commerce and navigation of the U.S., 357; Statistical abstract, 207; Survey of current business, 357
——— Geological survey. Geologic atlas of the United States, 280; Topographic sheets, 156; World atlas of commercial geology, 279
United States, history, 165-69, 182-84; bibliographies, 383, 386-87
——— Interstate commerce commission. Annual report, 359
——— laws, statutes, etc., 201
——— Library of Congress, *see* Library of Congress
——— Post office department. Rural delivery county maps, 157
——— public documents, 370-81
United States. Superintendent of documents. Catalogue of the public documents, 379; Checklist of United States public documents, 376; Index to the reports and documents, 380, Monthly catalogue, 372
——— ——— Price list, 373; agriculture, 307; commerce, 359; economics, 195; education, 369; engineering, 336; geography, 147; history, 169; home economics, 324; law, 195; maps, 158; political science, 195; science, 291; sociology, 195
University library, 2-8
——— musical encyclopedia, 274
——— publications, catalog cards, 58-60

Victorian anthology, 233
——— year book, 194

Walker. Rhyming dictionary, 134
Walsh. Curiosities of popular customs, 210; Handy-book of literary curiosities, 243; Heroes and heroines of fiction, 243; International encyclopedia of quotations, 247.
Ward, A. Encyclopedia of foods and beverages, 323
——— T. H. English poets, 229

Warner. Library of the world's best literature, 225
Watson. Encyclopaedia and dictionary of education, 361
Weather, crops and markets, 306
Webb. New dictionary of statistics, 206
Webster. New international dictionary, 120
Webster's collegiate dictionary, 124
Weinberg. Color in everyday life, 313
Wheeler. Noted names of fiction, 243
——— Who wrote it? 243
Whibley. Companion to Greek studies, 179
Whitaker. Almanac, 117
Who was who, 140
——— wrote it? 243
Who's who, 140
——— ——— in America, 141
Wilson. Debaters' handbook series, 193; Study outlines, 393
Winston. Simplified dictionary, 124
Woman suffrage, bibliography, 388
Words, facts and phrases, 243
Work mark, 20
World almanac, 118
——— atlas of commercial geology, 279
World's best essays, 236
——— ——— literature, 225
——— ——— orations, 235
——— ——— poetry, 228
World's food resources, 322
Wright. Constitutions of the states at war, 199

Year books for various countries, 194
Young. Analytical concordance to the Bible, 218

Zoology, 287-90

DATE DUE

GAYLORD			PRINTED IN U.S.A.

WITHDRAWN FROM
OHIO NORTHERN
UNIVERSITY LIBRARY

HETERICK MEMORIAL LIBRARY
020 H977g 1922 onuu
Hutchins, Margaret/Guide to the use of l
3 5111 00062 5974

020 8269
H97